

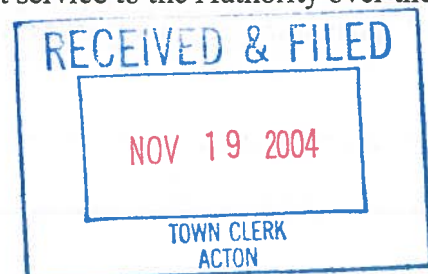
ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting of September 14, 2004, 7:00 PM at 68 Windsor Avenue, Acton, MA.

Attendance: Jean Schoch, Dennis Sullivan, Bob Whittlesey. Naomi McManus/Acton Housing Authority

Absent: Joseph Nagle, Ken Sghia-Hughes

- 1). Jean Schoch, Vice Chairman, called the Regular Meeting to order at 7:00 PM.
- 2). Dennis Sullivan moved to approve Voucher # 238 in the amount of \$314,154.75. Bob Whittlesey seconded the motion and all members voted in favor.
- 3). Bob Whittlesey moved to approve Voucher # 239 in the amount of \$252,136.36. Dennis Sullivan seconded the motion and all members voted to approve.
- 4). Executive Director's Report
 - A). Board discussed the new meeting schedule for the remainder of 2004. The Authority will meet the first and third Tuesdays of the month.
 - B). The Board reviewed the quarterly financial statements from the Authority's Fee Accountant. The Executive Director reported that there were no findings in the Authority's Annual Audit for year 2003.
 - C). Middlesex Retirement's Election of the Third Member of the Retirement Board is scheduled for December 16, 2004 was noted.
 - D). Discussion followed regarding the installation of a cable dish by an elderly resident living at Windsor Green. The family requested permission for their parents to have Chinese Cable. It was noted that there had been a great deal of discussion by several Windsor Green tenants. The cable dish is located on the porch hidden behind a lattice screen the Authority's maintenance men installed.
 - E). Board noted the results of the State's Safety Inspection of 15 units owned by the Authority.
 - F). Board informed of the increase costs for computer services provided by Management Computer Support, Inc. (MCS). The upgrade will cost \$2,700 and the yearly Service Contract will be \$2,160.00. This company is the company that the State went through the State's competitive bidding for computer services several years ago. MCS has provided excellent service to the Authority over the years.



G). Discussion followed regarding a disabled elderly tenant who was having emotional issues. The Department of Mental Health has agreed to have the tenant serviced provided by Advocates's Supported Housing Program.

H). Board informed of the State Housing Department requiring a Wage & Match verification for all tenants under the State housing programs. The Massachusetts Department of Revenue will provide income verification on each of the State Housing tenants.

I). Board noted the National Community Day scheduled for October 14, 2004 at the Boxborough Holiday Inn. Key note speaker will be Bill Ryan.

J). The Executive Director's letter to the Rules Docket regarding the proposed Fair Market Rents for the Acton area was noted. If the proposed FMRs are implemented they are below Acton's current rental market. It was noted that of the 150 Section 8 Vouchers currently under lease 58% of the Vouchers Holders are disabled tenants.

K). Discussion followed regarding a landlord's letter to the Board complaining about a previous Section 8 tenant who vacated his unit.

L). The Board discussed HUD's approval letter correcting the per unit cost for May, June and July of 2003. The corrective action will add \$322,314 to the Authority's current budgeted for 2004.

M). The Massachusetts Department of Revenue's letter approving the Authority's use of Community Preservation funds was noted.

4). Old Business

A). Board reviewed a letter received from the Executive Director of the Chelmsford Housing Authority stating due to their own budgetary problems they are unable to reimburse Acton for the legal costs Acton incurred while administering one of Chelmsford Section 8 tenant.

B). The Board was informed the report To Live in Acton is available. A copy of the Housing Needs section will be mailed to each Board Member in the future.

C). It was noted that Ken Sghia-Hughes has been appointed as the Authority's representative to the Community Preservation Committee by the Board of Selectmen.

5). New Business

A). Board informed that the septic system at Eliot House has failed. Foresight Engineering has been hired to design a replacement system. It is anticipated the replacement cost will be \$65,000 to \$70,000.

B). Bob Whittlsey moved to approve the following Income Limits and FMR for continued occupancy to State Housing. Dennis Sullivan seconded the motion and all members voted to approve.

NET INCOME LIMITS BY HOUSEHOLD SIZE FOR DETERMINING ADMISSION FOR STATE-AIDED PROGRAMS

EFFECTIVE AUGUST 9, 2004

PMSA	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT
Barnstable - Yarmouth	34600	39550	44500	49450	53400	57350	61300	65250
Boston	46300	52950	59550	66150	71450	76750	82050	87350

FAIR MARKET RENTS

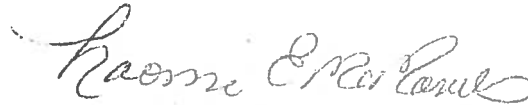
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<u>METROPOLITAN FMR AREAS</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>
Barnstable - Yarmouth	541	724	967	1212	1357
Boston	1007	1135	1419	1775	2084

C). The Board Members were given a copy of the Acton Housing Authority's Section 8 Five Year Plan and Annual Plan. Formal approval was deferred until the State Housing Department approves both plans. It is anticipated that at the next Regular Meeting the AHA's Board will sign the Certification as required.

6). The Regular Meeting adjourned at 9:20 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director