

## ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, December 2, 2003, 4:30 PM at 68 Windsor Avenue, Acton, MA

Attendance: Erin Bettez, Jean Schoch, Dennis Sullivan, Naomi McManus/Acton Housing Authority

Absent: Joseph Nagle and Bob Whittlesey

- 1). Jean Schoch, Secretary, called the Regular Meeting to order at 4:30 PM.
- 2). Erin Bettez moved to approve the minutes of the Regular Meetings of November 4, 2003 and November 18, 2003. Dennis Sullivan seconded the motion and all members voted to approve.
- 3). Executive Director
  - A). The abutter to Eliot House has informed the Authority that they will be adding an additional 24 feet to the present fence between the two (2) properties.
  - B). Board informed that the Authority's Fee Accountant will be at the December 16, 2003 Regular Board meeting to review and discuss the proposed Annual Operating Budget for the Authority's State Aided Housing Programs.
  - C). Based on the recommendations of the Executive Director Dennis Sullivan moved to write-off the rent arrearage of a deceased tenant in the amount of \$288.00. Erin Bettez seconded the motion and all members voted to approve.
  - D). Briarbrook's memo regarding window replacements were noted. Due to the State's budgetary problems the Executive Director could not recommend the Authority purchase of new windows at this time.
  - E). Middlesex Retirement's memo dated November 24, 2003 regarding FY 2005 Annual Assessment, Assessment and Funding Schedule Sub Committee scheduled for February 24, 2004 was noted.
  - F). The Authority has received the United Way's second quarter funding for the Authority's Parent Aide Mentor Program.
  - G). DHCD's memo regarding a local housing authority's intention to purchase or develop additional housing without DHCD's permission was noted.
  - H). The absence of heat over the weekend due to the time clocks being installed at Windsor Green was discussed. The electrician who installed the time clocks had failed to inform the maintenance staff he had turned off the main power switch for the electric heat when he completed the installation.

I). A power surge at McCarthy Village's elderly housing burnt out the two (2) circuit boards in the washing machines was noted. A letter has been sent to N-Star requesting reimbursement of \$552.60 for damages.

J). The Authority has sent a letter to the Acton Selectmen stating that Erin Bettez will be the Authority's representative on the Community Preservation Committee.

4). Old Business

A). Erin Bettez moved to reaffirm the Authority's previous vote to approve Change Order #1 regarding the construction to enlargement of Windsor Green's parking lot and septic system repairs. Dennis Sullivan seconded the motion and all members voted to approve.

B). The Executive Director recommended that the Acton Housing Authority endorse the Acton Community Housing Corporation's (ACHC) comments on the East Acton Village Plan. The Board agreed to endorse the ACHC's comments.

C). Discussion followed regarding the Board of Appeals decision to deny Franklin Place's 40 B Application.

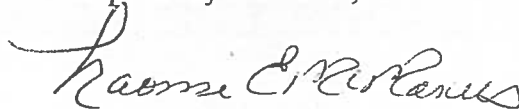
D). Board reviewed the State Auditor's report on the Acton Housing Authority for FY 2002. It was noted that there were no findings.

E). HUD's letter approving the Authority's Annual Plan for FY 2004 was noted.

F). HUD's award letter informing the Authority that the Family Self Sufficiency Coordinator's position has been funded for FY 2004 was noted.

5). The Regular Meeting was adjourned at 6:15 PM.

Respectfully submitted,



Naomi E. McManus  
Executive Director