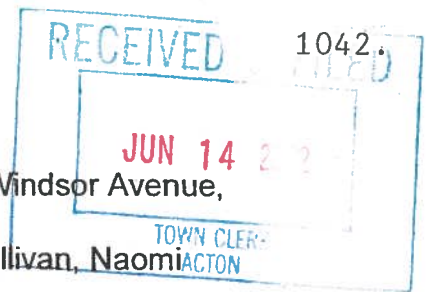


ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting of April 16, 2002, 4:30 PM at 68 Windsor Avenue,
Acton, MA

Present: James Eldridge, Claire Kostro, Joseph Nagle, Dennis Sullivan, Naomi
McManus/ Acton Housing Authority

Absent: Jean Schoch



- 1). Joseph Nagle, Vice Chairman, called the Regular Meeting to order at 4:30 PM.
- 2). Claire Kostro moved to approve the minutes of the Regular Meetings of February 5, 2002 and March 5, 2002. Dennis Sullivan seconded the motion and all members voted in favor of the motion.
- 3). Dennis Sullivan moved to approve Vouchers #210 in the amount of \$243,019.52 and Voucher #211 in the amount of \$244,134. Claire Kostro seconded the motion and all members voted in favor of the motion.
- 4). It was noted that the Acton Housing Authority's Regular Meeting scheduled for March 19, 2002 was cancelled due to the lack of a quorum. Although there was no formal meeting Joseph Nagle, Jamie Eldridge and Naomi McManus met with Scott Hayes the engineering consultant hired to design the enlargement of the parking lot and the septic system repair work at Windsor Green. The preliminary plans were discussed and it was noted that the Department of Housing and Community Development's engineer would meet with the Authority's consultant and staff within the next two weeks to review the proposed plans.
- 5). Executive Director's Report
 - A). Discussion followed regarding the passage of the Community Preservation Act (CPA) at Acton's Annual Town Meeting. Final acceptance of the CPA is dependent on whether the Acton voters vote to approve the CPA in the General Elections for the fall of 2002.
 - B). The Board was informed that the AHA has returned \$34,850 to DHCD, which were the monies not spent from the exterior painting of McCarthy Village.
 - C). To date N-Star has not installed the time clocks on the electric meters at Windsor Green. Currently N-Star is overcharging the Authority for building #2, as the electric meter has not been functioning properly since September 15, 2002. N-Star was notified at the time.
 - D). Meadowbrook Condominiums has informed unit owners that there will be two (2) Special Assessments. The Special Assessments will cover the expenses for fracturing of the septic system, the installation of low flow toilets and low flow shower heads/aerators. The AHA's Special Assessment will be \$465 for each of the two- (2) units the Authority owns at Meadowbrook.

E). Utility Management Group (UMG) continues to use the AHA as a reference for new clients. The Executive Director received a reference request from New York City on UMG.

F). Minuteman Senior Services has sent out notification letter to the Authority's elderly tenants informing them that their homemaker service hours will be cut due to budgetary constants. The Executive Director has assisted three (3) of the Authority's tenants in filling an appeal to Minuteman Senior Services.

G). The AHA has submitted a proposal to A/B United Way requesting funding for the Authority's Parent Aide Mentor Program and the Nine Month Women's Support Group. The Authority's total request is \$5200 (\$1700 Parent Aide Mentor Program and \$3500 for the Women's Support Group.

H). State Auditors began auditing the Authority on March 19th and it is anticipated that they will be through the week of May 6th.

I). Kevin Sweeney has contacted the Executive Director to ask if the Authority is interested in additional Affordable Housing. He is proposing to build 23 homes in a sub-division off of Winter Street and if the Planning Board approves his sub-division he would like to purchase condominiums and gift them to the Authority. The value of his gift would be limited to \$300,000.

J). The AHA did not apply for additional Section 8 Vouchers this year due to the fact that the Authority was not 100% leased up through the year. Currently of the 155 Section 8 Vouchers, the Authority has 150 under lease with 5 Voucher Holders looking for units.

K). The AHA has submitted a request to Housing and Urban Development (HUD) to renew the Authority's Family Self Sufficiency Coordinator position as well as funding a part-time position to implement and coordinate a Homeownership Program for the Authority's Section 8 Voucher Holders.

5). Old Business

A). The proposed plans for enlarging Windsor Green's parking lot and the repair work of the septic system was reviewed with the Board Members. It appears the Authority will reopen the original Comprehensive Permit for Windsor Green.

B). The following slate of officers for May 2002 to May 2003 was introduced by Joseph Nagle, seconded by Claire Kostro and approved by all members:

Chairman: James Eldridge

Vice Chairman: Joseph Nagle

Treasurer: Dennis Sullivan

Secretary: Jean Schoch

State Appointee: Claire Kostro

6). The Regular Meeting adjourned at 6:00 PM.

Respectfully submitted,

