

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, September 24, 2002, 4:30 PM at 68 Windsor Avenue, Acton, MA

Present: James Eldridge, Claire Kosto, Joseph Nagle, Jean Schoch. Naomi McManus/
Acton Housing Authority

Absent: Dennis Sullivan

- 1). James Eldridge, Chair, called the Regular Meeting to order at 4:30 PM.
- 2). Joseph Nagle moved to approve the minutes of the Regular Meeting of September 3, 2002. James Eldridge seconded the motion and all members voted to approve.
- 3). Claire Kostro moved to approve Voucher #216 in the amount of \$224,398.91. Jean Schoch seconded the motion and all members voted to approve.
- 4). Executive Director's Report
 - A). The Housing Conference scheduled for November 22, 2002 was noted.
 - B). Discussion regarding the status of the Authority's utility rebate monies for specific Capital Improvement followed.
 - C). Board informed that a truck driver from Walcott Sales and Service Company backed into Windsor Green's fire pedestal. The Fire Department and the Authority's electrician installed a new pedestal within four hours of the incident. The company manager was notified and stated to send all bills directly to him.
 - D). It was noted that an abutter to the Eliot house would like to have a 6 or 8 foot fence installed between the two properties.
 - E). Board reviewed the thank you note sent by a past family housing tenant thanking the Authority for all they had done and stated that they had just purchased their own home.
 - F). A conference scheduled for October 17, 2002 titled "Navigating 40B" was noted.
 - G). There was an incident that occurred in which a Windsor Green resident had an altercation with a relative. The police responded and advised both parties of their rights.

5). Old Business

A). A letter from the Middlesex Retirement System's Advisory Council was noted advising all members to attend their October 2, 2002 meeting to hear that the assessments for each council member will dramatically rise for FY 2004.

B). A letter from the Groundwater & Environmental Service, Inc. regarding the oil spill that occurred a number of years ago at the Mobil gas station located at 44 Great Road was noted.

6). New Business

A). The Department of Housing & Community Development's (DHCD) letter regarding the increase in property insurance due to 9/11 crisis was noted. The Authority's cost per unit has increased 40% over last year. Last year the cost per unit was \$48.00 and this year the cost per unit is \$74.33.


B). A letter sent by the federal Housing & Urban Development (HUD) stating that the Authority under-utilizing their Section 8 Voucher Program as it only had 79% of their vouchers leased up as of December 31, 2001. The Authority determined that it was 92% leased up. The discrepancy appears to be in HUD's collection of data.

C). The Board reviewed DHCD's Executive Director's salary and qualification schedule. The Executive Director has contacted several of the area Executive Directors and asked for their salary levels. The Director will discuss the levels with the Authority's accountant and the Board when the Annual Operating Budget for FY 2004 is presented.

D). The Board reviewed the new changes to Chapter 40B as outlined in DHCD's memorandum.

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

Respectfully submitted,



Naomi E. McManus
Executive Director