

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, May 1, 2001, 4:30 PM at 68 Windsor Avenue, Acton, MA

Attendance: James Eldridge, Claire Kostro, Joseph Nagle, Jean Schöch, Dennis Sullivan. Naomi McManus/Acton Housing Authority (AHA)

- 1). Jean Schoch, Chairman, called the Regular Meeting to order at 4:30 PM.
- 2). Jamie Eldridge moved to approve the minutes of the Regular Meeting of April 3, 2001. Claire Kostro seconded the motion and all members voted to approve.
- 3). Claire Kostro moved to approve Voucher #199 in the amount of \$176,704.98. Dennis Sullivan seconded the motion and all members voted in favor.
- 4). Executive Director's Report
 - A). Based on the recommendation of the Executive Director, Claire Kostro moved to reduce the administrative staff's hours to 37.5 a week. Jamie Eldridge seconded the motion and all members voted in favor.
 - B). Board informed that the Russian Cable contract with RTN Russian Media Group has been approved and returned by the Department Of Housing & Community Development (DHCD).
 - C). Board informed of an incident in which an Acton resident contacted the Executive Director complaining about an Acton Housing Authority's employee. The incident occurred before the employee began working at the Authority.
 - D). One of the AHA's condo residents has filed a discrimination suit with MCAD against the Trustees of the condo associations.
 - E). The Authority has been informed by DHCD's staff that a formal approval letter will be sent authorizing the Authority to use the monies reimbursed for deferred Capital Improvements.
 - F). The Executive Director recently met with the residents of Windsor Green to discuss the capital improvements scheduled.
 - G). Fifteen (15) Acton/Boxboro graduating Seniors completed their Community Service Day working on the grounds at Windsor Green and McCarthy Village.
 - H). Board informed of an incident in which one of the Authority's elderly residents loaned money to a homemaker. The Acton police are currently investigating the matter.

I). Termites were seen swarming in Windsor Green's laundry room again. Waltham Chemical was notified and determined additional bait traps were needed and installed two (2) in the asphalt walkway leading to the laundry room.

J). The Board was given the Authority's new Procurement Policy for review and comments. Formal approval deferred to the next Regular Meeting.

5). Old Business

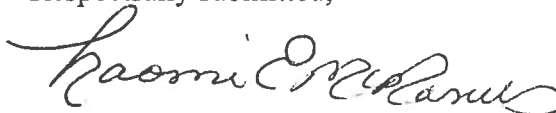
The Board reviewed Caldwell Environmental's proposal regarding the repairs of the septic system at Windsor Green. The proposal has been sent to DHCD for review and comments.

6). New Business

Dennis Sullivan moved to write off the unpaid rent balance of two (2) elderly residents. One tenant owed \$208.06 and the other owed \$157.21. Jamie Eldridge seconded the motion and all members voted in favor.

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

Respectfully submitted,



Naomi E. McManus
Executive Director