



ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, June 19, 2001, 4:30 PM at 68 Windsor Avenue, Acton, MA

Present: Jamie Eldridge, Joseph Nagle, Dennis Sullivan. Naomi McManus/ Acton Housing Authority

Absent: Claire Kostro, Jean Schoch

Guest: Bob Brooks, Waltham Service representative for treatment of termites

- 1). Joseph Nagle called the Regular Meeting to order at 4:30 PM.
- 2). Jamie Eldridge moved to approve the minutes of the Regular Meeting of June 5, 2001. Dennis Sullivan seconded the motion and all members voted to approve.
- 3). Jamie Eldridge moved to approve Voucher #201 in the amount of \$160,755.98. Dennis Sullivan seconded the motion and all members voted to approve.
- 4). The Board met with Bob Brooks from Waltham Services to update themselves on the status of the termite siting behind building three (3). After reviewing the procedure used by Waltham Services, Dennis Sullivan moved to have building 3 treated as outlined by Mr. Brooks. Jamie Eldridge seconded the motion and all members voted in favor.
- 5). Executive Director's Report
 - A). Board informed of a meeting the Executive Director and Fran Spayne had with the families living at Sachem Way.
 - B). The Authority has joined the new web site for Acton's "A Caring Community" which lists sites where volunteers could work in the community.
 - C). Board updated on the status of the septic system repairs and the enlargement of Windsor Green's parking lot.
 - D). Board reviewed the letter the Executive Director sent to the Department of Housing and Community Development (DHCD) regarding the capital improvements to be accomplished at Windsor Green by May 2003.
 - E). The Executive Director is in the process of collecting bids for the replacement of stoves at Windsor Green. A final report will be presented to the Board at the next Regular Meeting.
 - F). Bids for the painting of the 34 halls, community building and office space is being collected. A final report will be presented to the Board at the next Regular Meeting.

G). Board informed that Massachusetts Commission Against Discrimination (MCAD) has not made a final decision regarding the discrimination claim a tenant of the Authority brought against the Trustees of a condo association.

H). Assabet Valley Tree and Landscaping Co. was hired to trim several trees at Windsor Green.

6). Old Business

A). Board informed that the Authority has notified Automatic Laundry of its intention to cancel their contract effective July 30, 2001 due to the Authority decision to purchase their own machines.

B). Based on the Executive Director's recommendation, Jamie Eldridge moved to approve the draft of Acton's Procurement Policy as presented. Dennis Sullivan seconded the motion and all members voted in favor.

C). Based on the recommendation of the Executive Director, Dennis Sullivan moved to award the cleaning contract of the floors and rugs at Windsor Green to Mrs. T's Cleaning service. Jamie Eldridge seconded the motion and all members voted in favor.

7). New Business

A). Board reviewed ATT's proposal for DSL Internet Services. Dennis Sullivan moved to award the contract to ATT with DHCD approval. Joseph Nagle seconded the motion and all members voted to approve.

B). Board informed that the monthly fee charged by the Authority's Accountant will increase by \$15.00 effective July 2001 based on the DHCD's new Budget Guidelines.

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

Respectfully submitted,

Naomi E. McManus
Executive Director

DIRECTORY

LOCAL PUBLIC AGENCIES HANDLING RENEWAL, HOUSING OR BOTH

DEPARTMENT OF COMMUNITY AFFAIRS

ACTON HOUSING AUTHORITY

Name of Authority:

Address: 68 Windsor Ave., P.O.Box 681 Acton, MA 01720

Telephone Number: ~~978~~ 978-263-5339

Executive Director: NAOMI E. MCMANUS

Membership:

Date of Election Date of Commencement Date of Expiration

1. Jean Schoch April 1997 April 1997 April 2002
CHAIRMAN

2. Joseph Nagle April 1998 April 1998 April 2003
VICE-CHAIRMAN

3. Dennis Sullivan April 2000 April 2000 April 2005
SECRETARY

4. *Ellen Kostro August 11, 1998 August 11, 1998 August 10, 2003
TREASURER

5. James Eldridge April 10, 2001 April 10, 2001 April 9, 2006
MEMBER

* Denotes State Appointee Indicate Date sworn to duty if it differs from date elected or appointed.