

## ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, September 25, 2001, 4:30 PM at 68 Windsor Avenue, Acton, MA

Present: Jamie Eldridge, Claire Kostro, Joseph Nagle, Jean Schoch, Dennis Sullivan, Naomi E. McManus/Acton Housing Authority

- 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 July 7, 2001. Claire Kostro seconded the motion and all members voted to approve.
- 3). Joseph Nagle moved to approve Voucher # 203 in the amount of \$189,632.67. Dennis Sullivan seconded the motion and all members voted to approve. Jamie Eldridge moved to approve Voucher #204 in the amount of \$224,381.62. Joseph Nagle seconded the motion and all members voted to approve.
- 4). Executive Director
  - A). Harold Martin has been hired as the Authority's new maintenance employee starting September 24, 2001.
  - B). Discussion followed regarding a problem with one of the electric meters not switching to on and off peak hours. Currently Windsor Green's building 2 is on override. N-Star has stated that they will pay for the installation of time clocks which would be placed on the Authority's side of the meter and therefore the Authority's responsibility. The Executive Director has asked N-Star to send a written report as to why the time clocks needed to be installed.
  - C). Board informed that the Executive Director has served a No Trespassing Notice for two (2) sons of an elderly tenant living in one of the Authority's condos.
  - D). NAHRO's fall conference will be held November 5<sup>th</sup> and 6<sup>th</sup> 2001 at the Crowne Plaza Hotel in Worcester. Board Members interested in attending were asked to contact the office.
  - E). The State Auditor's Annual Report for year 2000 was made available to the Board. It was that there were no findings in the report.
  - F). The McCarthy Village sign was vandalized in July. A report has been submitted to the Authority's insurance company. There is a \$1000 deductible which will be the Authority's responsibility to pay.
  - G). It is anticipated that the Authority's Section 8 Vouchers will be 95% leased up by the end of October.

H). The Authority has begun the process of evicting an elderly resident.

4). Old Business

A). The Board was informed that the specs. for the repair work on the septic system and the increased parking lot at Windsor Green will be bid together. Based on the recommendations of the Executive Director, Joseph Nagle moved to authorize the Executive Director to sign the Foresite Engineering Contract. Dennis Sullivan seconded the motion and all members voted in favor.

B). Robbins Brook

The Town and the developer are writing an amendment to the original Order of Conditions which will grant an Acton preference to three (3) low income elderly to live at the Assisted Living Development. The developer is considering a Phase II which would add fifty-nine (59) more units to the development.

C). Towne Reuse Committee

The Executive Director is on the committee which is currently exploring the options for reuse of the building. Currently the option of developing affordable housing seems a very viable option.

D). On September 27, 2001 there will be a meeting with representatives of the Department of Housing and Community Development (DHCD), the Authority's staff and Forsite Engineering to discuss the design phase of the septic system repairs and increased parking lot.

5). New Business

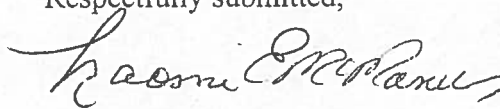
A). Board reviewed DHCD's request for proposals for Capital Improvements. The Authority did not submit a proposal as the scheduled capital improvements for Windsor Green has already been funded.

B). The owner of Silver Lake Corporation has met with the Authority's electrician and reviewed the ongoing maintenance and repair work necessary for the electric storage heaters at Windsor Green to function properly.

C). Board reviewed Minuteman Senior Services Area Plan provisions for Quality Health Care for Gay, Lesbian, Bisexual and Transgender (GLBT).

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

Respectfully submitted,



Naomi E. McManus  
Executive Director