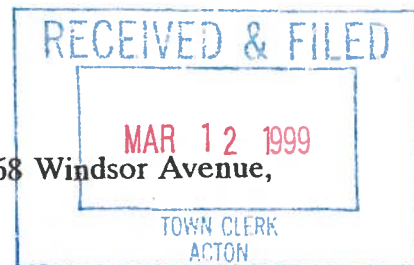


**ACTON HOUSING AUTHORITY**

Minutes of the Regular Meeting, January 25, 1999, 7:30 pm at 68 Windsor Avenue,  
Acton, MA.



Attendance: Dean Cavaretta, Claire Kostro, Diane Poulos Harpell, Joseph Nagle, Jean Schoch. Naomi E. McManus/Acton Housing Authority.

- 1). Jean Schoch, Chairman, called the Regular Meeting to order at 7:30 pm.
- 2). Dean Cavaretta moved to approve the Minutes of the Regular Meeting of 11/30/98. Diane Poulos Harpell seconded the motion and all members voted in favor.
- 3). Diane Poulos Harpell moved to approve Voucher #170 in the amount of \$148,531.05. Dean Cavaretta seconded the motion and all members voted to approve.
- 4). Clair Kostro moved to approve Voucher #171 in the amount of \$171,096.41. Joseph Nagle seconded the motion and all members voted to approve.
- 5). Executive Director's Report
  - A). Board informed of a discrimination complaint filed with the Authority by one of the Authority's tenants. The Executive Director has informed the tenant that her complaint will be examined and a report on the findings will be made available to her.
  - B). Based on the Executive Director's recommendation Joseph Nagle moved to approve the State's amended Regulation change to the 760 CMR 6.00. Diane Poulos Harpell seconded the motion and all members voted to approve.
  - C). Board reviewed the revised Section 8 Administrative Plan as submitted by the Executive Director. Joseph Nagle moved to approve the revised Administrative Plan. Claire Kostro seconded the motion and all members voted to approve.
  - D). Board informed of NAHRO's Annual Legislative Day to be held on January 27, 1999. The Director is unable to attend due to previous commitments.
  - E). The Board was informed the current fire insurance coverage for Eliot House was not adequate. The Vendor has agreed to contact their insurance provider and increase the amount.
  - F). The Board reviewed the Authority's letter submitted to DHCD regarding possible overcharges of electricity at Windsor Green by Boston Edison. Boston Edison has agreed to install new meters in mid March.

G). The common area lighting problem at Windsor Green was discussed. Currently all exterior lighting and the common area hallways are on 24 hours a day. The Executive Director has asked for DHCD's assistance in resolving the expense of rewiring the hallways separately.

H). NAHRO's Annual Conference at the Cape is scheduled for May 23 thru the 26th. Board Members interested in attending were asked to contact the office.

I). Joseph Nagle reported on the Public Meeting he attended regarding the proposed sewerage of the High School, Kelley's Corner and the South Acton area.

J). The Board discussed whether additional Handicapped signs needed to be installed at Windsor Green. Currently there are six signs designating handicapped areas which is over the requirement four signs. It was the sense of the Board to request residents, staff, homemakers and visitors to leave a few spaces empty in front of the office for people who have difficulty walking from their cars to their apartments.

K). Board informed of the chimney fire that occurred in the Community Room at Windsor Green. It was determined that the flue was improperly installed when it was first built in 1980. The E.D. is trying to have a chimney contractor correct the problem.

4). Old Business

A). Board reviewed the Authority's letter submitted to the Beacon thanking the community for their generosity during the holiday season.

B). Board reviewed the State Auditor's Annual Report for year ending December 31, 1997. There were no findings noted.

5). New Business

A). The two year Fee Accountant's Contract was reviewed by the Board. Joseph Nagle moved to authorize the Chairman to sign the Accountant's Contract. Diane Poulos Harpell seconded the motion and all members voted to approve.

B). The Executive Director expressed concern regarding the letters she had received from a unit owner at Colonial Pines. The owner was concerned with the current management of the Condos. The E.D. will attend the Annual Meeting to hear if other unit owners are concerned.

6). The Regular Meeting adjourned at 8:30 pm. Next Regular Meeting was scheduled for February 1, 1999 at 7:30 pm.

Respectfully submitted



Naomi E. McManus

Executive Director