

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, June 8, 1999, 7:30 pm at 68 Windsor Avenue, Acton, MA.

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

Absent: Claire Kostro

- 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 May 17, 1999. Diane Poulos Harpell seconded the motion and all members voted in favor.
- 3). Dean Cavaretta moved to approve Voucher #175 in the amount of \$162,020 and Voucher # 176 in the amount of \$195,348.440. Diane Poulos Harpell seconded the motion and all members voted in favor.
- 4). Executive Director's Report
 - A). Two tenants have agreed to serve as alternative members on the Authority's new three (3) member Grievance Panel.
 - B). The Executive Director (E.D.) contacted thirteen (13) area housing authorities requesting assistance in locating eligible elderly applicants who are in need housing and capable of living on a second floor. The outreach efforts proved very successful.
 - C). Discussion followed regarding the current shortage of parking spaces at Windsor Green. The shortage of parking was the result of new tenants moving in with cars and the fact that two (2) of the current tenants now have personal care attendants with their own cars.
 - D). Based on the Executive Director's recommendation Dean Cavaretta moved to write off a bad debt in the amount of \$1016.00 which was owed by a previous 705 tenant. Diane Poulos Harpell seconded the motion and all members voted in favor.
 - E). Representatives from the Acton/Boxboro/Stow Clergy Association have asked the Executive Director to assist in developing a proposal as to how the area churches could assist families at risk gain independence and self sufficiency.
 - F). Board informed of three (3) safety issues noted at the annual inspection of the Authority's condo unit at Yankee Village Condominiums. The management firm was notified immediately.
 - G). Based on the E.D.'s recommendation Dean Cavaretta moved to authorize the Authority to contract with PHI Inspection Services to conduct the annual

inspections of the Authority's conventional and Section 8 units. Diane Poulos Harpell seconded the motion and all members voted in favor.

H). The Board reviewed three proposals for pest control services. Based on the proposals Diane Poulos Harpell moved to authorize the E.D. to enter into a contract with Waltham Chemical. Dean Cavaretta seconded the motion and all members voted in favor.

I). Based on the proposals submitted by three (3) septic companies, Dufour Septic was selected to steam cleaning the Authority's 15,000,000 gallon tank at Windsor Green.

5). Old Business

A). Dean Cavaretta moved to reaffirm the 5/17/99 Board vote approving the new State Lease and added:

1). All new tenants will execute the lease on initial occupancy as of 7/1/99

2). Windsor Green tenants will execute the lease as of 7/1/99

3). McCarthy Village development (elderly & families) will execute the lease as of 8/1/99

4). 705 C tenants will execute the lease as of 9/1/99

Diane Poulos Harpell seconded the motion and members voted in favor.

B). Board reviewed the Authority's HUD Section 8 Mainstream application for an additional 75 Vouchers.

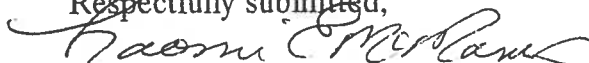
6). New Business

A). Board reviewed a draft of the Authority's updated five (5) year housing plan. Dean Cavaretta moved to approve the draft as presented and Diane Poulos Harpell seconded the motion and all members voted in favor.

B). It was the sense of the Board Members the present officers would continue in their position for another year.

7). The Regular Meeting adjourned at 9:00 pm. The next Regular Meeting was scheduled for June 21, 1999.

Respectfully submitted,


Naomi E. McManus, Executive Director