



ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, October 4, 1999, 7:30 PM at 68 Windsor Avenue,
Acton, MA

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

- 1). Jean Schoch, Chairman, called the Regular Meeting to order at 7:30 PM.
- 2). Diane Poulos Harpell moved that the minutes of the Regular Meeting of July 19, 1999 be approved. Claire Kostro seconded the motion and all members voted in favor.
- 3). Diane Poulos Harpell moved to approve Voucher # 178 in the amount of \$210,709.60. Claire Kosto seconded the motion and all members voted to approve.
- 4). Claire Kostro moved to approve Voucher # 179 in the amount of \$212,420.71. Joseph Nagle seconded the motion and all members voted to approve.
- 5). Joseph Nagle moved to approve Voucher # 180 in the amount of \$203,569.13. Diane Poulos Harpell seconded the motion and all members voted to approve.
- 6). Executive Director's Report
 - A). Discussion followed regarding the Middlesex Retirement's Early Intervention Program which needs to be set up for Acton Housing Authority's employees who become disabled as a result of a work related injury and can no longer resume their normal work duties. Joseph Nagle agreed to follow up on the Authority's responsibilities in order to be compliant with the State Law. He will report to the Board in the future.
 - B). The Board Members discussed NAHRO's Annual Fall Conference to be held in Fitchburg on November 15th & 16th. Joseph Nagle and Naomi McManus will attend the November 15th session and Jean Schoch and Claire Kostro will attend the November 16th session.
 - C). Discussion followed regarding the Trustees of Meadowbrook decision not to reimburse the Authority \$130.00 for the expense the Authority incurred to have a bedroom ceiling repaired due to a common area roof problem. Diane Poulos Harpell requested that a letter be sent to the Trustees expressing the Authority's displeasure with their decision.
 - D) Board informed that a 705 tenant living in one of the Authority's condo units has requested a Grievance Hearing to review the Authority's decision to terminate the tenant's Lease. The Grievance Hearing will be held October 14, 1999 at 2:00 PM.

E). Board informed that three (3) elderly residents Windsor Green had to have additional strobe and horn detectors installed in their bedrooms due to their hearing impairments.

F). The Board discussed the State's Department of Housing physical inspection reports on fourteen (14) of the Authority's units.

G). Joseph Nagle agreed to assist the Authority's staff on its readiness for Y2K. He will report his recommendations to the Board in the future.

E). Diane Poulos Harpell volunteered to work on the Authority's tree exhibit at the Festival of Trees this December.

F). Claire Kostro volunteered to work on the committee setting up the Doli Atamian Campership as a non profit organization.

7). Old Business

A). Board reviewed the State Auditor's Single Audit Report on the operation of the Acton Housing Authority for FY'98. The report showed no findings.

B). Board informed that Service Edge's Annual Contract for their repair service of the Authority's twenty (20) gas furnaces was signed.

8). New Business

Diane Poulos Harpell moved that the State Auditor's Contract for a Single Audit for FY 1999 and 2000 be approved for an audit fee of \$1600.00 for each year. Claire Kostro seconded the motion and all members voted to approve.

9). Regular Meeting adjourned at 8:45 PM. Next Regular meeting is scheduled for Tuesday, October 19, 1999 at 9:00 am.

Respectfully submitted,



Naomi E. McManus
Executive Director