

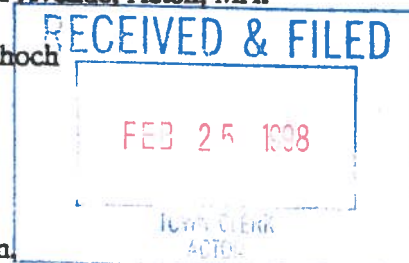
ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, January 26, 1998, 8:30 pm at 68 Windsor Avenue, Acton, MA.

Attendance: Dean Cavaretta, Diane Poulos Harpell, Claire Kostro, Jean Schoch

Absent: Tom Dill

Guest: Joseph Nagle



- 1). Jean Schoch, Chairman, called the Regular Meeting to order at 8:30 pm.
- 2). Dean Cavaretta moved to approve the Minutes of the Regular Meeting of January 5, 1998. Claire Kostro seconded the motion and all members voted in favor.
- 3). Approval of the Executive Director's Annual Contract effective November 26, 1997 was deferred until the next Regular Meeting.
- 4). Executive Director's Report
  - A). Board reminded of the NAHRO's Legislative Day to be held on January 28, 1998.
  - B). MMDT interest rate for January 1998 was 5.58%.
  - C). Minuteman Home Care will be using Windsor Green's Community Room for their regional meetings to be held on the first Thursday of every month from 11:00 am to noon.
  - D). The Conservation Commissioner's Wet Land Notice informing abutters to Nonset Path of a Public Hearing was discussed.
  - E). Board reviewed the Executive Director's draft of a Rent-Up policy. The policy would allow prospective tenants to give a 30 day notice to previous landlords when they accepted a unit owned by the Authority. Diane Poulos Harpell moved to accept the draft policy and Dean Cavaretta seconded the motion and all members voted in favor.
  - F). The Board was informed that a 705 tenant living in one of the Authority's condo units had made a formal complaint to the Board of Health regarding the lack of hot water being provided by the condo association.
  - G). The Executive Director informed the Board that she had contacted the laundry vendor asked for an additional dryer be installed at Windsor Green. The vendor agreed to install the dryer but requested that the Authority sign another contract. The E.D. stated she would contact DHCD to discuss the vendor's request.
- 5). Old Business
  - A). Discussion followed regarding NAHRO's Annual Spring Conference at Sea Crest to be held May 17-20th. Interested Board Members should contact the Authority's office if they wish to attend.
  - B). Board informed on the status of the modernization work currently underway at Windsor Green. The Executive Director and the Board Members that have attended the weekly Job Meetings were pleased with the proress and workmanship of the construction company.
- 6). New Business
  - A). Dean Cavaretta moved to authorize the Executive Director to sign a Renewal Contract for

Work Plan 1001 scheduled to expire the end of March 1998. The new contract would extend the expiration date to March 1999. Diane Poulos Harpell seconded the motion and all members voted in favor.

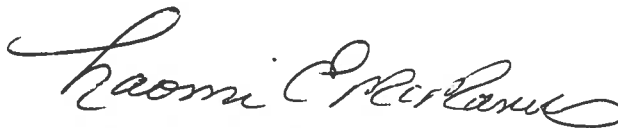
B). Diane Poulos Harpell moved to authorize the Executive Director to sign the 1998 Parent Aide Mentor contract with Concord Family Service. Claire Kostro seconded the motion and all members voted in favor.

C). The Board reviewed and accepted the Executive Director's Annual Report.

6). The Board met with Joseph Nagle a prospective candidate for vacant Board Member's seat effective April 1998. Mr. Nagle discussed his background experience and his interest in becoming a Board Member.

7). The Regular Meeting adjourned at 9:30 p.m. The next Regular Meeting was scheduled for February 16, 1998.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Naomi E. McManus".

Naomi E. McManus  
Executive Director