

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, March 16, 1998, 7:30 pm at 68 Windsor Avenue, Acton, MA.

Present: Dean Cavaretta, Tom Dill, Diane Poulos Harpell, Jean Schoch. Naomi E. McManus

Absent: Claire Kostro

- 1). Jean Schoch, Chairman, called the Regular Meeting to order at 7:30 pm.
- 2). Tom Dill moved to approve the Minutes of the Regular Meeting of February 23, 1998. Diane Poulos Harpell seconded the motion and all the members voted in favor.
- 3). Diane Poulos Harpell moved to approve Voucher #160 in the amount of \$212,829 and Voucher #161 in the amount of \$239,202.85. Dean Cavaretta seconded the motions and all members voted in favor.

4). Executive Director's Report

A). United Way

The Executive Director informed the Board that the Authority's United Way Proposal this year if approved would fund a nine month single parent support group in the amount of \$2600 as well as the budget shortfall of \$1700 for the Parent Aide/Mentor Program. The proposal must be submitted by March 20, 1998.

B). Maintenance of Yard Work

The Board reviewed the Executive Director's letter to MCI Concord requesting that four or five pre-release clients be sent to the Authority for three or four days to do grounds work at AHA's elderly complexes.

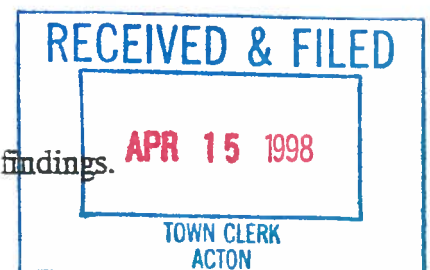
C). Eliot House

The cost of repairs to the septic system at Eliot House caused by the negligence of a prior septic contractor was discussed. The Board asked that a letter be sent to the septic contractor telling him of the repairs and informing him if he did not reimburse the Authority for the expense incurred due to his employees negligence the Authority would send a copy of their letter to the Director of the Acton Board of Health.

5). Old Business

A). State Auditor's Draft Report

The Board reviewed the draft report and noted there were no findings.



B). Update on Eliot House

The Board reviewed a letter sent by the area Director of DMH thanking the Board and Staff for their cooperation during the relocation of the clients after the fire at Eliot House.

C). Architect's Evaluation for the Mod. Project at Windsor Green

Board reviewed the Executive Director's draft of the Architect's evaluation form in which the Director gave an average rating. The Board requested the Director lower the average rating in two areas and rate the Architect below average in those areas. .

D). General Contractor's Evaluation

The Board reviewed and approved the Executive Director's draft of the General Contractor's evaluation form.

E). The Executive Director informed the Board that she would be submitting a request to DHCD to use the Mod. Project's Administrative monies of \$18,000 to purchase two (2) computers, one copy machine and to make paving repairs to the roadway and parking lot areas at Windsor Green.

6). New Business

The Executive Director informed the Board that she had been contacted by a lawyer representing a unit owner at Audubon Hill stating that at the time his client bought his unit the Authority had not been asked to sign the Release of Right of First Refusal of a unit at Audubon Hill.

Tom Dill moved to authorize the Executive Director to sign the Release of Right of First Refusal for unit # 20 Brewster Lane in the Audubon Hill Condominiums. Dean Cavaretta seconded the motion and all members voted in favor.

7). Jean Schoch acknowledged that this was Tom Dill's last Regular Board Meeting. The Members and Staff thanked him for his years of service and wished him the best in his future personal and career endeavors.

8). The Regular Meeting adjourned at 8:45 pm. The next Regular Meeting was scheduled for April 6, 1998.

Respectfully submitted,



Naomi E. McManus
Executive Director