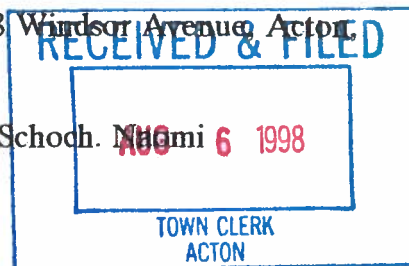


ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, June 1, 1998, 7:30 pm at 68 Windsor Avenue, Acton, MA

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



- 1). Jean Schoch called the Regular Meeting to order at 7:30 pm.
- 2). Joseph Nagle moved to approve the amended Minutes of the Regular Meeting of May 18, 1998. Dean Cavaretta seconded the motion and all members voted to approve.
- 3). Joseph Nagle moved to approve Voucher # 164 in the amount of \$157,596.41. Dean Cavaretta seconded the motion and all members voted to approve.
- 4). Old Business
 The Executive Director reviewed with the Board Members drafts of the following policies and procedures for their approval:
 - A). Acton Housing Authority Procurement Policy and Procedures
 After the Board reviewed with the Executive Director, Claire Kostro moved to approve the draft as presented. Dean Cavaretta seconded the motion and all members voted in favor.
 - B). Acton Housing Authority Applicant Screening Policy and Procedure
 After the Board reviewed the draft Dean Cavaretta moved to approve. Claire Kostro seconded the motion and all members voted to approve.
 - C). Acton Housing Authority Accommodation Policy
 After the Board reviewed the draft Dean Cavaretta moved to approve. Claire Kostro seconded the motion and all members voted in favor.
 - D). Acton Housing Authority Rent Collection Policy and procedure
 After the Board reviewed the draft Dean Cavaretta moved to approve. Claire Kostro seconded the motion and all members voted in favor.
- 5). The Regular Meeting adjourned at 9:00 pm. The next Regular Meeting was scheduled for July 6, 1998 at 7:30 pm.

Respectfully submitted,

Naomi E. McManus

Naomi E. McManus
 Executive Director