



ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, January 13, 1997, 7:30 pm at 68 Windsor Avenue, Acton, MA.

Attendance: Tom Dill, Diane Poulos Harpell, Jean Schoch. Naomi McManus/Acton Housing Authority.

Guest: Claire Kostro

1). Tom Dill, Chairman, called the Regular Meeting to order at 7:30 pm.

2). Diane Poulos Harpell moved to approve the Minutes of the Special Meetings of 11/28/96 and the Regular Meeting 12/2/96. Jean Schoch seconded the motion and all members voted to approve.

3). Diane Poulos Harpell moved to approve Voucher # 147 in the amount of \$126,678.48. Jean Schoch seconded the motion and all members voted to approve.

4). Executive Director's Report

A). Board Members interested in attending the State Legislature's Annual Luncheon on February 4, 1997 should contact the Authority's office.

B). Department of Housing Community Development (DHCD)'s approval of the Fee Accountants Contract was noted.

C). Discussion followed regarding a Windsor Green tenant who allowed her niece to stay in her apartment while she was away.

D). Diane Poulos Harpell moved to authorize the Executive Director to sign the renewal Parent Aide/Mentor's contract and to take \$1000.00 from the Section 8 Administrative monies to pay a portion of the Parent Aide/Mentor Program cost. Jean Schoch second the motion and all Members voted in favor.

E). United Way's second payment to the Authority in the amount of \$2070 was noted.

F). Board reviewed the Annual Report submitted to the Town.

G). CHAPA's Housing Briefs were noted by the Board.

H). Diane Poulos Harpell moved to amend the AHA's Administrative Policy's travel section. The amended section to state that reasonable cost incurred for parking and tolls when traveling on Authority business will be in addition to the \$.22 a mile.

I). Board was informed that staff will be attending a Sexual Harassment Workshop on January 24, 1997.

J). Diane Poulos Harpell moved to authorize the Executive Director to make a \$50.00 donation from the Planning and Development fund to help defer the budget shortfalls of DHCD's Legal Pilot. Jean Schoch seconded the motion and all members voted to approve.

K). The Executive Director recommended that the Board grant Dan McGowan's request to work 75 hours in a two week period. Some of the days Dan will work will be a 8.5 hour shift. Dan would not be compensated at time and a half when he works the 8.5 hours. Jean Schoch moved the Executive Director's recommendation and Diane Poulos Harpell seconded the motion and all members voted in favor of the motion.

L). Board was informed that Colonial Pines will be assessing unit owners an additional \$2500 per unit to repair the failed septic system. Formal notification will be given at the Annual Meeting in February.

M). Discussion followed regarding the need for the Town to conduct a Town Census. The Executive Director informed the Town Clerk that the Authority uses the census to verify local preference.

O). The State Auditors Exit Conference was discussed. The Auditors have recommended that the Authority computerize the assets cards which would enable the Auditors to reconciliation what is on the books to what the Authority's accountant has on the books.

5). Old Business

A). Discussion followed regarding the quotes received to repair the tile floor at Eliot House. Diane Poulos Harpell moved that the Board authorize the Executive Director to contact R.K Carriage and inform them that their quote of \$2,241.37 was accepted. Jean Schoch seconded the motion and all members voted in favor.

B). Board reviewed the Job Meeting Notes from Okum Associates for the exterior repairs at Windsor Green.

C). Board informed of the Executive Director's meeting with Doug Halley of the Health Department regarding the need to add an additive to enhance the efficiency of the Windsor Green septic system. Doug Halley suggested contacting Bob Caldwell's firm along with the Envirozyme Company to see if they would submit a quote for providing the additive. Diane Poulos Harpell suggested contacting RATTA as well.

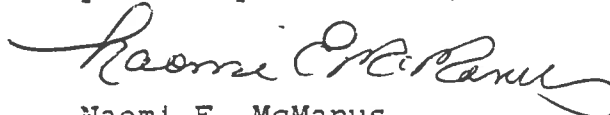
6). New Business

Board reviewed DHCDs Contracts of Financial Assistance (CFAs) for 705-4 in the amount of \$665,000. Due to the State's economic changes the monies first awarded to the acton Housing Authority

in 1986 were being withdrawn. Jean Schoch moved that Tom Dill be authorized to sign the three CFAs between the Commonwealth and the Acton Housing Authority for Project # 705-4 in the amount of \$665,000.00. Diane Poulos Harpell seconded the motion and all members voted to approve. Tom Dill appointed Diane Poulos Harpell as Acting Secretary.

7). The Regular Meeting adjourned at 9:15 pm. The next Regular Meeting was scheduled for January 27, 1997 at 7:30 pm.

Respectfully submitted,



Naomi E. McManus
Executive Director