

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, May 19, 1997, 7:30 pm at 68 Windsor Avenue, Acton, Ma

Attendance: Dean Cavaretta, Claire Kostro, Jean Schoch. Naomi McManus/Acton Housing Authority

Absent: Tom Dill, Diane Poulos Harpell

1). Jean Schoch called the Regular Meeting to order at 7:30 pm.

2). Claire Kostro moved to approve the Minutes of the Regular Meeting of April 28, 1997. Dean Cavaretta seconded the motion and all members voted to approve.

3). Dean Cavaretta moved to approve Voucher # 151 in the amount of \$148,103.49. Claire Kostro seconded the motion and all members voted to approve.

4). Executive Director's Report

A). Discussion followed regarding the need to update the Authority's Information Fact Sheet. The Executive Director will prepare a final draft for the next Regular Meeting.

B). Discussion followed regarding the rent arrearage of four past tenants.

C). CHAPA's information sheet regarding the State's housing budget for FY'98 was discussed.

5). Old Business

A). The rehab. work scheduled for Windsor Green will be delayed until FY'98's budget due to the State's Bonding limits in FY'97.

B). Claire Kostro moved to approve Caldwell Environmental's proposal for the septic treatment at Windsor Green. Dean Cavaretta seconded the motion and all members voted to approve.

C). Dean Cavaretta moved to approve Warren Security's proposal of \$1000.00 to replace the damaged fire pedestal and upgrade the fire panel annunciator.

D). The Board reviewed and signed a acknowledgement sheet stating they had received the Regulations for Conduct of Public Officials.

E). Dean Cavaretta moved to authorize Jean Schoch to sign the Authority's Section 3 Mainstream application for 15 Certificates. Claire Kostro seconded the motion and all members voted in favor.

## 6). New Business

A). Board was updated regarding the resignation of the Authority's Assistant Executive Director. The Executive Director has offered the current Administrative Assistant, Linda Colby, the Assistant Executive Director's position. Ms. Colby has accepted the position. The E.D. is currently interviewing candidates for the Administrative Assistant/Bookkeeper's position and plans to have the position filled by June 2, 1997.

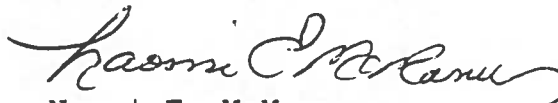
B). The water runoff problem at Mccarthy Village was discussed. The Town's Engineer will be conducting a site visit to determine the extent of the problem.

C). The Housing Inspections conducted by DHCD's staff on May 7, 1997 were noted.

D). AHA's letter to HUD requesting funds for the FSS Coordinator's salary was noted.

7). The Regular Meeting adjourned at 9:00 pm. The next Regular Meeting was scheduled for June 2, 1997 at 7:30 pm.

Respectfully submitted by,



Naomi E. McManus  
Executive Director