

TOWN OF ACTON
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ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting of February 1, 1993, 7:30 pm, 68 Windsor Avenue, Acton, Ma.

Attendance: Peter Berry, Jean Schoch, Barbara Yates. Naomi McManus, Ann Hosmer, Gail Hembrough/ Acton Housing Authority. Guest Tom Dill.

Absent: Barbara Willson and Joseph Mercurio

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

2). Tom Dill a resident of the community who is interested in running for the vacant seat on the Housing Authority in April was introduced to the Board Members and staff by the Chairman. Mr. Dill than explained his interest in wanting to get involved in the Town and his reasons for seeking to fill the vacant seat on the Authority's Board.

3). Peter Berry moved that the Minutes of the Regular Meeting of January 12, 1993 be approved. Jean Schoch seconded the motion and all members voted in favor.

4). Jean Schoch moved that Voucher # 102 in the amount of \$136,634.74 be approved. Peter Berry seconded the motion and all members voted in favor of the motion.

5). Executive Director's Report

A). The Women's 10 week workshop "Empowering Women" offered by the Authority and funded by the Acton Junior Women's Club will begin February 4, 1993.

B). The Board received a copy of the Town Manager's memo regarding The Code of Ethics.

C). Board was informed of NAHRO's request to defer execution of the MRVP's ACC until further clarification of the ACC was forth coming from EOCD. The Board deferred voting on ACC until the next Regular Meeting.

D). EOCD's Housing Newsletter was noted.

E). The Board reviewed EOCD's memo regarding Anti-Discrimination. A draft of an Anti-Discrimination policy was provided in EOCD's memo. The Board deferred approval until the next Regular Meeting.

F). The responsibilities of Board Members of a local housing authority were made available.

G). Based on the recommendation of the Executive Director

Jean Schoch moved that the Authority spend \$110.00 from the Section 8 account for Acton's share of the Workshop on "Breaking the Poverty Cycle" and that the budget overrun of \$34.22 for the purchase of additional food be charged to the Planning and Development Fund. Peter Berry seconded and all Members voted in favor.

H). The Authority's revised Five Year Plan has been forwarded to the Town Planner for his comments.

I). The repair of the wood rot noted at the back door entrance ways at Windsor Green was discussed. The Executive Director has sent written requests to area contractors for bid submittals.

J). MMDT's interest rate for January was 3.14%.

K). The Board discussed the summer lawn maintenance of the family units at McCarthy Village. The Board requested the Executive Director ask the residents for their comments and report back with recommendations at the next Regular Meeting.

L). Based on the Executive Director's recommendation Jean Schoch moved that the Board vote to write off an unpaid debt of \$ 436.00 by a Section 8 Certificate Holder. There was no response from the Certificate Holder after several letters. The Certificate Holder was informed that failure to pay results in leaving the program in bad standing. Peter Berry seconded the motion and all members voted in favor.

6). Old Business

A). Peter Berry moved that the Board adopt a policy for accessing Cori Records for determination of eligibility for prospective tenants as outlined in the CMR 5.00. Jean Schoch seconded the motion and all members voted in favor.

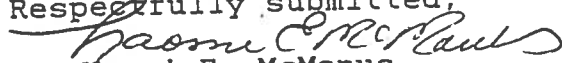
B). Jean Schoch moved that the Executive Director be authorized to sign the FEMA contract for federal funding for the purchase and installation of two (2) portable generators. Peter Berry seconded the motion and all members voted in favor.

C). Peter Berry moved that Charles Samiotes's invoice for payment of engineering services rendered for the septic repairs of Eliot House in the amount of \$742.19 be approved. Jean Schoch seconded the motion and all members voted to approve.

7). The Regular Meeting adjourned at 9:45 pm.

8). The next Regular Meeting is scheduled for February 22, 1993.

Respectfully submitted,



Naomi E. McManus
Executive Director