

TOWN OF ACTON  
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ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting of June 7, 1993, 68 Windsor Avenue, Acton, Ma.

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

Absent: Barbara Willson

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

2). Tom Dill moved that the Minutes of the Regular Meeting of May 17, 1993 be approved with the noted corrections. Jean Schoch seconded the motion and all Members voted in favor of the motion.

3). The Executive Director discussed with the Board how the present monthly voucher reporting system to the Board could be improved. The E.D. agreed to research the matter and to make a final recommendation at the next Regular Meeting.

4). Executive Director's Report

A). The fire on June 5, 1993 in one of the Authority's units at Great Road Condominium was discussed.

B). MMDT's interest rate for May was 2.8%.

C). The E.D. informed the Board that she submitted a request to the Federal employment program, Jobs Training Partnership Act, for a six member crew and supervisor to do maintenance work.

D). DEP's report on the oil spill at Pillar I was noted.

E). The reporting policy for a maintenance emergency was discussed.

F). Yankee Village Condo's need to conduct a pressure test on the in ground oil tanks and the Chairman's request to receive financial compensation for the extra work she performs was discussed.

G). RAGG's Septic Co.'s written report on the excellent workings of the septic system at Windsor Green was noted.

H). Minuteman Home Care has informed the E.D. that they will be placing a worker at the AHA as a receptionist.

I). The E.D. informed the Board that to date "the company" of

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Rosestone has failed to inform the Authority on the corrective resolution of the ongoing water problems in the three basements of the Authority's units at Rosestone development. The developer has until July 1st to resolve the problem.

- J). The request of a tenant living at Windsor Green for financial reimbursement for replacement of clothing damaged as a result of her unit being flooded due to a faulty hot water heater was discussed. The E.D. will make a recommendation to the Board at the next Regular Meeting.
- K). NAHRO's Legislative Alert regarding the 10% limit of non elderly allowed to live in elderly state housing was noted.

5). Old Business

Peter Berry moved that the Board approve the Anti-Discrimination Policy as drafted by the E.D. Jean Schoch seconded the motion and all Members voted to approve.

6). New Business

The Board reviewed two contracts for Laundry Services for the Windsor Green and McCarthy Village. Based on the proposals, Peter Berry moved that the Board award the contract for both the complexes to Automatic Laundry Services. Tom Dill seconded the motion and all members voted in favor of the motion.

7). The Regular Meeting adjourned at 8:00 pm.

8). The next Regular Meeting was scheduled for June 21, 1993 at 7:30 pm.

Respectfully submitted,



Naomi E. McManus  
Executive Director

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Minutes of the Annual Meeting of June 7, 1993, 68 Windsor Avenue, Acton, Ma.

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

Absent: Barbara Willson

- 1). Barbara Yates, Chairman, called the Annual Meeting to order.
- 2). The Executive Director presented the Annual Report to the Board. The Chairman requested that the Minutes reflect the Annual Report.

The Acton Housing Authority has provided housing assistance to over 259 households during the year. While this figure is less than last year, it should be noted that it does not reflect the actual need but is the result of the State Legislature's mandate to the Executive Offices of Communities and Development to institute program changes while continuing to freeze the Rental Subsidy Certificates.

Throughout the year the Acton Housing Authority successfully balanced our reduced operating budget while maintaining our commitment to provide proactive services and programs which assisted clients in breaking the cycle of poverty. The Authority's ability to continue these successful programs and services was due to the generous financial support from the community at large. Without the donations received from the Acton/Boxboro Junior Women's Club, Digital Equipment Corporation, NEC Technologies, Middlesex Savings Bank, Rotary Club, Lions Club, Acton/Boxboro Girl Scout Troops, Acton/Boxboro Boy Scout Troops, Acton Children's Museum, Church Organizations, Jenks Fund (administered by the Selectmen), Acton/Boxboro Community Education, Acton/Boxboro High School Students, Concord Assabet Adolescent Services, Concord Family Service, Beacon Santa, White Fund, Friends of The Visiting Nurses, Acton/Boxboro High School Administration and many individual contributors the successful programs/services could not have been offered. Those services and programs consist of Acton/Boxboro Community Education Classes, Acton/Boxboro High School Summer School scholarships, Acton/Boxboro pool memberships, summer camperships, career/educational counseling, a parent aide/mentor program, single parent/parenting program, a ten week workshop for empowering women, holiday gift boxes, turkeys, coupons and gifts of money. The Acton Visiting Nurses, Eliot Human Services and the Department of Mental Health continued to assist the staff by providing consultation services and assisting with appropriate intervention for our clients.

New during the year was the implementation of a Family Self Sufficiency Program overseen by a sixteen member Coordinating Committee who represent area community agencies and support services. The committee meets monthly with the AHA's staff to assist in developing and implementing individual case plans designed to enable the FSS program participants to achieve self-discipline, self-esteem, self-motivation, and independence within five years.

The Board and staff look to 1993 to expand our Family Self Sufficiency Program and to devote additional energies to further develop services and programs which will focus specifically on empowering those individuals served by the Acton Housing Authority.

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3). Peter Berry of the Nominating Committee reported that all members agreed to serve and the current slate as officers outlined below be approved.

Barbara Yates, Chairman  
Jean Schoch, Vice-Chairman  
Peter Berry, Treasurer  
Barbara Willson, Secretary  
Tom Dill, member

Jean Schoch seconded the motion and all members voted to approve.

4). The Annual Meeting adjourned at 8:30 pm.

Respectfully submitted,



Executive Director