



ACTON HOUSING AUTHORITY

68 Windsor Avenue

P.O. Box 681

Acton, Massachusetts 01720-0681

(978) 263-5339 fax (978) 266-1408

TDD# 1-800-545-1833 ext. 120

4/1/28
④

April 23, 2003

Mr. Trey Shupert
Chairman Acton Selectmen
Acton Town Hall
472 Main Street
Acton, MA 01720

Dear Mr. Shupert:

On April 22, 2003 the Acton Housing Authority's Board of Commissioners interviewed Erin O'Brien Bettez for the commissioner's seat vacated by James Eldridge. The Authority received Mr. Eldridge's formal resignation April 11, 2003 (see copy enclosed).

After interviewing Ms. Bettez the Board of Commissioners voted unanimously to recommend her appointment to the Selectmen. The remaining members of the Authority and the Selectmen must jointly vote to appoint her to fill the vacancy until Acton's next general election (see enclosed excerpts of M.G.L. 121B outlining the procedure to fill vacancies).

I have enclosed a copy of Ms. Bettez's resume for your review. I am sure you will agree with the Board's recommendation, as Ms. Bettez's housing credentials are impressive. Members of the Authority's Board and I will formally present the Authority's recommendation at the Selectmen's meeting on April 28, 2003. Should you have any questions regarding this matter please contact me directly.

Sincerely,

Naomi E. McManus
Executive Director

EQUAL HOUSING OPPORTUNITY



TOWN OF ACTON

Inter-Departmental Communication

DATE: APRIL 16, 2003

FROM: ACTON HOUSING AUTHORITY

TO: ACTON TOWN CLERK

SUBJECT: SPECIAL MEETING NOTICE APRIL 22, 2003 AT 4:30 PM
AUTHORITY'S OFFICE LOCATED AT 68 WINDSOR AVENUE, ACTON, MA

A SPECIAL MEETING WILL BE HELD BY THE BOARD OF COMMISSIONER'S
FOR THE EXPRESS PURPOSE OF VOTING TO RECOMMEND THE APPOINTMENT
OF ERIN O'BRIEN BETTEZ TO FILL THE SEAT VACATED BY JAMES ELDRIDGE

ON APRIL 28, 2003 AT 7:10 PM THE REMAINING MEMBERS OF THE AUTHOR
BOARD OF COMMISSIONERS WILL JOINTLY MEET WITH THE ACTON SELECTME
TO RECOMMEND THE APPOINTMENT OF ERIN BETTEZ TO FILL JAMES ELDRID
VACATED SEAT ON THE BOARD. THE APPOINTMENT WILL BE UNTIL ACTON'S
NEXT GENERAL ELECTION.

PLEASE POST

James B. Eldridge
53 Spruce Street Acton MA 01720
(978) 263-1647 jamese@jhu.edu

BY MAIL

April 10, 2003

Betty McManus
Executive Director
Acton Housing Authority
68 Windsor Avenue
P.O. Box 681
Acton, MA 01720-0681

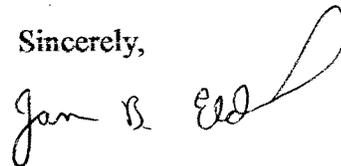
Dear Betty and Members of the Acton Housing Authority Board of Commissioners:

Due to my new job responsibilities as State Representative and concern for balancing them with my position as an elected member and chair of the Acton Housing Authority Board of Commissioners, I have decided I have to give up some of my civic duties in town. Therefore, effective immediately, I hereby resign as a member of the Acton Housing Authority Board of Commissioners.

Given my commitment to addressing the issue of affordable housing both in Acton and throughout the Commonwealth of Massachusetts, please keep me involved as you see fit with assisting the Acton Housing Authority and its clients. As I said at the meeting, serving on the board was a great introduction to how town government works, and I think it's important that there are affordable housing advocates like the Acton Housing Authority in town.

It was an honor to serve with all of you on the board, and I hope to stay in touch with everyone. I certainly know that you are familiar with where to reach me! Thank you very much, and keep up the good work!

Sincerely,



James Eldridge

HOUSING AUTHORITY VACANCY

Chapter 121B- Section 6

Provides that " a member of a housing authority who ceases to be a resident of a town shall be removed upon the date of his change of residence by operation of law" (i.e. automatically). Under the same section, a resignation must be accepted by the Board of Selectmen-

Chapter 121B Section 5

Provides that " vacancies other than by reason of expiration of terms, shall be filled for the balance of the expired term (of elected members in town).. in accordance with the provision of section eleven of Chapter forty one ".

Chapter 41, Section 11

Provides that 'the remaining members (of the housing authority) shall give written notice of (the vacancy) within one month ...to the selectmen, who with the remaining ... member of (the housing authority), shall after one week's notice, fill such vacancy by roll call vote. The Selectmen shall fill such vacancy if (the housing authority) fails to give said notice within the time here in specified. A majority of the vote of the officers entitled to vote (i.e. 5 votes) shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified."

GENERAL LAWS OF MASSACHUSETTS

PART I. ADMINISTRATION OF THE GOVERNMENT.

TITLE XVII. PUBLIC WELFARE.

CHAPTER 121B. HOUSING AND URBAN RENEWAL.

Chapter 121B: Section 6. Charges against members; hearing; removal; resignation; suspension.

Section 6. The mayor or city council or board of selectmen may make or receive written charges against, and the mayor with the approval of the city council, or the board of selectmen, as the case may be, may accept the resignation of, any member of a housing authority or redevelopment authority appointed or elected by such city or town or may, after hearing, remove any such member because of inefficiency, neglect of duty or misconduct in office provided that such member shall have been given, not less than fourteen days before the date set for such hearing, a copy in writing of the charges against him and written notice of the date and place of hearing to be held thereon, and at the hearing shall have been given the opportunity to be represented by counsel and to be heard in his defense. The mayor and city council or board of selectmen may also make or receive written charges against any member of a housing or redevelopment authority in such city or town appointed by the department and refer the same to the department which may proceed in the same manner as the mayor and city council or board of selectmen under the preceding sentence. Pending final action upon any such charges, the officer or officers having the power to remove such member may temporarily suspend him, provided that they shall immediately reinstate him in office if they find such charges have not been substantiated, and may appoint a person to perform the duties of such suspended member until he is reinstated or until he is removed and his successor is qualified. In case of any such removal the removing authority shall forthwith deliver to the clerk of the city or town attested copies of such charges and of its findings thereon, and the clerk shall cause the same to be filed with the certificate and duplicate certificate required to be filed with the department and the state secretary under section five.

A member of a housing or redevelopment authority who ceases to be a resident of the city or town shall be removed upon the date of his change of residence by operation of law. A member of a housing authority appointed as a tenant, in accordance with the provisions of section five, who ceases to be a tenant in a building owned and operated by or on behalf of the local housing authority shall be removed upon the date of such change by operation of law. A member of a housing authority who is a tenant in a housing project shall not participate in any decision relating to the project affecting his personal interest.

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GENERAL LAWS OF MASSACHUSETTS

PART I. ADMINISTRATION OF THE GOVERNMENT.

TITLE XVII. PUBLIC WELFARE.

CHAPTER 121B. HOUSING AND URBAN RENEWAL.

Chapter 121B: Section 5. Membership; appointment; election; term of office.

Section 5. Every housing and redevelopment authority shall be managed, controlled and governed by five members, appointed or elected as provided in this section, of whom three shall constitute a quorum.

In a city, four members of a housing or redevelopment authority shall be appointed by the mayor subject to confirmation by the city council; provided, that, the members shall be appointed to serve for initial terms of one, two, four and five years, respectively.

In a town, four members shall be elected by the town; provided, that of the members originally elected at an annual town meeting, the one receiving the highest number of votes shall serve for five years, the one receiving the next highest number of votes, for four years, the one receiving the next highest number of votes, for two years, and the one receiving the next highest number of votes shall serve for one year; provided, that upon the initial organization of a housing or redevelopment authority, if a town so votes at an annual or special town meeting called for the purpose, four members of such an authority shall be appointed forthwith by the selectmen to serve only until the qualification of their successors, who shall be elected at the next annual town meeting as provided above.

In a city or town, one member of a housing or redevelopment authority shall be appointed by the department for an initial term of three years.

Thereafter, as the term of a member of any housing or redevelopment authority expires, his successor shall be appointed or elected, in the same manner and by the same body, for a term of five years from such expiration. Membership in a housing or redevelopment authority shall be restricted to residents of the city or town.

In a city, one of the four members of a housing authority appointed by the mayor shall be a resident of that city and shall be a representative of organized labor who shall be appointed by the mayor from a list of not less than two nor more than five names, representing different unions submitted by the Central Labor Council, AFL-CIO and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America of the city or of the district within which the city is included. If no such list of names is submitted within sixty days after a vacancy occurs, the mayor may appoint any representative of organized labor of his own choosing to the authority. In a city, one of the four members of a housing authority appointed by

the mayor shall be a tenant in a building owned and operated by or on behalf of the local housing authority who shall be appointed by the mayor from lists of names submitted by each duly recognized city-wide and project-wide tenants' organization in the city. A tenants' organization may submit a list which contains not less than two nor more than five names to the mayor who shall make his selection from among the names so submitted; provided that, where no public housing units are owned and operated by the local housing authority and no such units are owned and operated on behalf of the local housing authority, the mayor shall appoint any tenant of the housing authority from lists submitted in accordance with this section. If no list of names is submitted within sixty days after a vacancy occurs, the mayor shall appoint any tenant of his choosing to the authority. The mayor shall notify in writing tenant organizations as specified herein not less than ninety days prior to the expiration of the term of a tenant member. Whenever a vacancy occurs in the term of a tenant member for any reason other than the expiration of a term, the mayor shall notify in writing the tenant organizations specified herein within ten working days after the vacancy occurs. The mayor shall make an appointment within a reasonable time after the expiration of sixty days after said notice.

Vacancies, other than by reason of expiration of terms, shall be filled for the balance of the unexpired term, in the same manner and by the same body, except elected members in towns whose terms shall be filled in accordance with the provisions of section eleven of chapter forty-one. Every member, unless sooner removed, shall serve until the qualification of his successor.

As soon as possible after the qualification of the members of a housing or redevelopment authority the city or town clerk, as the case may be, shall file a certificate of such appointment, or of such appointment and election, as the case may be, with the department, and a duplicate thereof, in either case, in the office of the state secretary. If the state secretary finds that the housing or redevelopment authority has been organized and the members thereof elected or appointed according to law, he shall issue to it a certificate of organization and such certificate shall be conclusive evidence of the lawful organization of the authority and of the election or appointment of the members thereof.

Whenever the membership of an authority is changed by appointment, election, resignation or removal, a certificate and duplicate certificate to that effect shall be promptly so filed. A certificate so filed shall be conclusive evidence of the change in membership of the authority referred to therein.

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GENERAL LAWS OF MASSACHUSETTS

PART I. ADMINISTRATION OF THE GOVERNMENT.

TITLE XVII. PUBLIC WELFARE.

CHAPTER 121B. HOUSING AND URBAN RENEWAL.

Chapter 121B: Section 11. Powers of operating agencies.

Section 11. Each operating agency shall have the powers and be subject to the limitations provided in sections one to sixteen, inclusive, shall have the powers necessary or convenient to carry out and effectuate the purposes of the relevant provisions of the General Laws and shall have the following powers in addition to those specifically granted in this chapter:-

- (a) To sue and be sued; to have a seal; to have corporate succession;
- (b) To act as agent of, or to cooperate with the federal government in any clearance, housing, relocation, urban renewal or other project which it is authorized to undertake;
- (c) To receive loans, grants and annual or other contributions from the federal government or from any other source, public or private;
- (d) To take by eminent domain under chapter seventy-nine or chapter eighty A, or to purchase or lease, or to acquire by gift, bequest or grant, and hold, any property, real or personal, or any interest therein, found by it to be necessary or reasonably required to carry out the purposes of this chapter, or any of its sections, and to sell, exchange, transfer, lease or assign the same; provided, that in case of a taking by eminent domain under said chapter seventy-nine, the provisions of section forty of said chapter shall be applicable, except that the security therein required shall be deposited with the mayor of the city or the selectmen of the town in which the property to be taken is situated. Except as herein otherwise provided, the provisions of chapters seventy-nine and eighty A relative to counties, cities, towns and districts, so far as pertinent, shall apply to operating agencies, and the members of a housing or redevelopment authority shall act on its behalf under those chapters.
- (e) To clear and improve any property acquired by it;
- (f) To engage in or contract for the construction, reconstruction, alteration, remodeling or repair of any clearance, housing, relocation, urban renewal or other project which it is authorized to undertake or parts thereof;
- (g) To make relocation payments to persons and businesses displaced as a result of carrying out any such project;

(h) To borrow money for any of its purposes upon the security of its bonds, notes or other evidences of indebtedness, and to secure the same by mortgages upon property held or to be held by it or by pledge of its revenue, including without limitation grants or contributions by the federal government, or in any other lawful manner, and in connection with the incurrence of any indebtedness to covenant that it shall not thereafter mortgage the whole or any specified part of its property or pledge the whole or any specified part of its revenues;

(i) To invest in securities legal for the investment of funds of savings banks any funds held by it and not required for immediate disbursement;

(j) To enter into, execute and carry out contracts with any person or organization undertaking a project under chapter one hundred and twenty-one A;

(k) To enter, with the approval of the mayor or board of selectmen and the department, into agreements with the federal government relative to the acceptance or borrowing of funds for any project it is authorized to undertake and containing such covenants, terms and conditions as the operating agency, with like approval, may deem desirable; provided, however, that nothing herein shall be construed to require approval by the mayor or selectmen or the department of requisition agreements and similar contracts between an agency and the federal government which are entered into pursuant to an agreement approved by them;

(%93) To enter into, execute and carry out contracts and all other instruments necessary or convenient to the exercise of the powers granted in this chapter;

(m) To make, and from time to time amend or repeal, subject to the approval of the department, by-laws, rules and regulations, not inconsistent with pertinent rules and regulations of the department to govern its proceedings and effectuate the purposes of this chapter;

(n) To join or cooperate with one or more other operating agencies in the exercise, either jointly or otherwise, of any of their powers for the purpose of financing, including the issuance of bonds, notes or other obligations and the giving of security therefor, planning, undertaking, owning, constructing, operating or contracting with respect to any project or projects authorized by this chapter located within the area within which one or more of such authorities are authorized to exercise their powers; and for such purpose to prescribe and authorize, by resolution, any operating agency so joining and cooperating with it to act in its behalf in the exercise of any of such powers; and

(%96) To lease energy saving systems that replace non-renewable fuels with renewable energy such as solar powered systems.

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GENERAL LAWS OF MASSACHUSETTS

PART I. ADMINISTRATION OF THE GOVERNMENT.

TITLE VII. CITIES, TOWNS AND DISTRICTS.

CHAPTER 41. OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS.

Chapter 41: Section 11. Appointment to fill vacancy in town office.

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

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Erin O'Brien Bettez

46 Summer Street
Acton, MA 01720
(978) 263-7711

EXPERIENCE

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, Boston, MA 1995-1999

Division of Private Housing

Housing Specialist administering the Commonwealth of Massachusetts' HOME and Housing Stabilization Fund (HSF) programs. Primarily responsible for First-Time Homebuyer component. Reviewed and approved applications for funding. Responsible for monitoring individual projects' construction progress, payment requisitions, and client files. Provided technical assistance to interested parties regarding the HOME and HSF programs.

THE TRANSITIONS GROUP, INC., Cambridge, MA 1994-1995

Management Consulting Firm

Worked on consulting team at small firm specializing in business strategy development and implementation for US and European clients. Led effort to develop firm's client guidebook. Traveled to Europe frequently to meet with clients.

EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT, Boston, MA 1992-1994

Office of the Secretary

Executive Assistant to the Deputy Secretary. Worked in cabinet-level agency helping to develop and administer the state's affordable housing programs. Represented agency on Governor Weld's Commission on the Cities. Member of team that developed innovative housing program for persons with AIDS. Led Total Quality Management pilot project. Oversaw state appointments to local housing and redevelopment authority boards. Researched constituent inquiries and drafted responses for Secretary and Governor. Responded to inquiries from state and federal legislators. Reviewed pending legislation and made recommendations to Governor. Supervised staff assistant.

Community Development Block Grant Program 1994

Reviewed and scored application for federal grants as an independent consultant.

VENABLE, BAETJER, HOWARD & CIVILETTI, Washington, DC 1990-1991

Environmental Practice Group

Researched and edited articles published in the *Columbia Journal of Environmental Law* and the *George Washington University Law Review*. Organized national conference on environmental crime. Created environmental crimes database. Prepared client development materials. Volunteered at Zacchaeus Free Legal Clinic.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, Boston, MA Summer 1990

Office of Fair Housing and Equal Opportunity, Compliance Division

Researched discrimination complaints and prepared Final Investigative Reports for review by General Counsel. Conducted Affirmative Fair Housing Marketing Compliance Reviews of housing agencies receiving federal funds.

EDUCATION

HARVARD COLLEGE, B.A. in American History with minor in East Asian History, *cum laude*, June 1990.

Honors: Elizabeth Cary Agassiz Certificate of Merit
Harvard College Scholarship

Activities: Class Marshal
Editor, *Class of '90 News*
Captain, Field Hockey team. Three-time All-Ivy. Three-time Boston 4 All-Star.
Elected Undergraduate Representative to the Varsity Club.

LONDON SCHOOL OF ECONOMICS

Semester abroad spent studying British government and social policy, Spring 1989.

Activities: London Cup Champion field hockey team.