

## MINUTES OF THE REGULAR MEETING

December 28, 2004

The SHA met in open session at Musketahquid Village, 55 Hudson Road, Sudbury, at 7:45 p.m. Those present were: Chairman: Steven J. Swanger; Vice Chairman: Stephen Shugrue; Assistant Treasurer: Kelley Cronin; State Appointee: Elizabeth Rust; Executive Director: Jo-Ann Howe.

1. **MINUTES:** A motion to approve the minutes of 11/30/04 was made by K. Cronin, seconded by E. Rust, and unanimously approved.
2. **CHECKS:** A motion to approve the checks written during December was made by K. Cronin, seconded by E. Rust, and unanimously approved.

### **UNFINISHED BUSINESS:**

**Sites:** Blackstone Block has reported that septic designs should be complete for Colonial and Landham Roads in 6-8 weeks (between 2/8 and 2/22). MHP staff suggested a meeting among SHA, DHCD and Rita Farrell of MHP, but DHCD would prefer that contract issues between itself and MHP be addressed before such a meeting is scheduled. J. Howe was requested to confirm by email to Joe Buckley that DHCD will be paying Blackstone Block for its engineering services, and also to ascertain that those services will include determination of access/egress from Colonial Road and if a site plan will be included. The SHA would also like to know if BB already has an engineer or if an RFP will need to be issued. J. Howe will check as to when that application periods are for the Affordable Housing Trust Fund and the HOME program. E. Rust offered to make a timeline that includes steps from proposal, design, funding, building, etc. of the construction process, that will be submitted to DHCD for input to ascertain that the SHA's understanding of the process is accurate.

**CPA Committee:** The SHA will consider requesting funding next year to purchase properties for low income rentals. S. Swanger will remain on the CPA Committee until after Annual Town Meeting.

**Community Housing Committee:** A quorum was not available for the CHC to meet in December.

**St. Anselm's Task Force:** The Task Force recommended 12-15 units of housing in 5-7 buildings, with 25% or more affordable. All would be homeownership. The church building could either stay or be removed, depending on need. Minority reports were filed by 3 or 4 individuals.

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3. **Appointment:** A motion was made by K. Cronin, seconded by S. Shugrue, and unanimously passed to appoint Elizabeth Rust to replace Steven Swanger on the Community Preservation Act Committee, effective after Annual Town Meeting, 2005.

## **NEW BUSINESS:**

**Report on CHAPA Meeting:** S. Swanger attended a workshop sponsored by the Citizens' Housing and Planning Association on including below 30% of median income rental households in mixed-income housing, but discussion centered on set-aside programs for the homeless.

**NAHRO Fall Conference:** E. Rust reported on a workshop she attended on Chapter 40B and the Housing Authority, which was presented by the director of the Chelmsford H.A. From this evolved a discussion on the desirability of the SHA becoming involved in 40B negotiations from the very beginning. The Town Planner will be contacted to be certain that the SHA will be included in future meetings with 40B developers, and the SHA will work on making a checklist of issues of which to be aware. It would also be desirable for the SHA to attend Selectmen meetings during 40B presentations.

**Fallen Tree:** A huge pine tree fell on Building 15 during a windstorm on the evening of December 2<sup>nd</sup>. Several holes penetrated the plywood sheathing, and the shingles are no longer being made, so it was necessary to have the roof stripped, several new pieces of plywood installed, and entirely re-roofed. It was also necessary to hire a crane to lift the tree from the roof. By noon the next day the tree had been removed and temporary repairs made, and the following week the roof was replaced. Insurance will cover most of the cost.

**NAHRO Letter:** The contents of a letter from the MA branch of the National Association of Housing & Redeveloping Officials was discussed, particularly the issue of zero budget caps and the possibility of submitting a real cost budget or addressing the issue on the budget certification page. Further discussion will be had when fee accountant H. Gordon attends next month's meeting.

**Staff Raises:** Also to be discussed with fee accountant is the possibility of granting staff pay increases from the SHALP account.

## **DIRECTOR'S REPORT:**

**Vacancies:** none

**Maintenance:** A report on maintenance activities was presented.

Minutes prepared by Jo-Ann Howe,  
Executive Director