

MINUTES OF THE REGULAR MEETING

May 19, 2004

The SHA met in open session at Musketahquid Village, 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Vice Chair: Steven Swanger; Assistant Treasurer: Stephen Shugrue; Member: John Darcey; Member: Kelley Cronin; Sudbury Resident: Elizabeth Rust; Executive Director: Jo-Ann Howe; Musketahquid Tenant Association President: David Mortimer; Musketahquid Residents: Nancy Taddeo & George Cormier.

- 1. MINUTES:** A motion to approve the minutes of 3/29/04 was made by J. Darcey, seconded by S. Shugrue, and unanimously approved.
- 2. CHECKS:** A motion to approve the checks written during March and April was made by K. Cronin, seconded by J. Darcey, and unanimously approved.

UNFINISHED BUSINESS:

CPA Committee: S. Swanger attended the SHA meeting tonight and therefore could not attend the CPA Committee meeting held at the same time.

Community Housing Committee: K. Cronin reported on the 5/6 meeting of the CHC, during which Phil Giffie of NOAH, a housing non-profit, spoke to the group.

Sites: A meeting has been scheduled with the Selectmen for June 1st to discuss the viability of the SHA's proposal for 16 units, and the urgent need for additional sites. J. Howe was asked to contact the Town Manager to request a format that would be amenable to open discussion between all members of the two Boards. It is hoped that additional sites, such as Washbrook, Pine Ridge, Old Lancaster, Bushey, Longfellow, Colonial Road and various 61As can be brought to the next scheduled Special Town Meeting. J. Howe was asked to attempt to move forward with testing of Wilshire and to request that a site plan be drawn up for Landham Road. If necessary, CPA administrative funding may be used for those purposes. S. Swanger, S. Shugrue, and K. Cronin plan to attend the meeting with Newell developers on the evening of 5/25.

NEW BUSINESS:

David Mortimer, Tenant President: D. Mortimer was introduced and explained that he would like the Tenant's Association and the SHA to review the two Memorandums of Understanding that exist between those organizations and update and revise them as necessary. Resident N. Taddeo expressed her concern that D. Mortimer does not represent the views of all of Musketahquid's residents and the SHA Board responded that it could review the Agreements without taking sides in disputes among Village residents. It was suggested that the MOUs may be combined into one document and that both the SHA and the Tenant's Organization could review the documents as they currently exist and recommend suggestions for revision that be made available to all tenants for input. The Board further suggested that both sides in the dispute between

residents make an effort to talk and work out their difficulties, and offered to help in any way possible.

3. Elections: A motion was made by K. Cronin, seconded by J. Darcey, and unanimously passed to elect the following officers: Chairperson: S. Swanger; Vice Chair: S. Shugrue; Treasurer: J. Darcey; Asst. Treasurer: K. Cronin.

4. Associate Member: A motion was made by K. Cronin and seconded by S. Swanger to appoint Elizabeth Rust as a non-voting Associate Member of the SHA, pending approval of her application for the State Appointee position.

Audit: An audit has been completed by the State Auditor's office for the period including 1/2/02-3/31/04. Once again, "no material weaknesses" were found, nor were any suggestions made for improvements.

Year-End Report: The year-end financial report prepared by fee accountant Howard Gordon was reviewed.

5. Open Family Waiting Lists: A motion was made by K. Cronin, seconded by S. Shugrue, and unanimously approved to open the 2 and 3 bedroom waiting lists for the month of June. A Waiting List Update has been completed resulting in a loss of 15 applicants from the family waiting lists.

Village Septic: The pump chamber for the front septic pumps at Musketahquid Village is deteriorating and wall particles have fallen into the 2 pumps in that chamber causing them to malfunction and set off the pump alarm system. Williamson Electric, the company that maintains the pumping system, went down into the chamber, which is 22' below the ground in front of the Community Building, diagnosed the problem, and strongly suggested that the chamber, the piping to it, the pumps and the pump control panels all be replaced before they totally fail, which would require daily septic pumping. The rear chamber and pumps are functioning well and all agreed that there is no need to address that portion of the system as long as the chamber is intact. DHCD engineer John Grady and Construction Advisor Tom Hackenson visited the Village and recommended that an engineering firm be hired to write a proposal for the work. T. Hackenson suggested using Gunite applied to the inside of the tank, or inserting a new tank into the existing one as possible solutions instead of replacement of the chamber. Funding for the project will be the SHA's own operating reserves.

Candle Policy: J. Howe will draft a candle policy for consideration at a future meeting, after consulting with other housing authorities. D. Mortimer suggested that the Tenant Association could provide flashlights and batteries for use during power outages by those who require them for emergency use.

Meeting Dates: it was decided to change the dates of SHA Board meetings from the 3rd Wednesday of each month to the 2nd Wednesday of each month, so that they won't conflict with CPA Committee meetings.

DIRECTOR'S REPORT:

Vacancies: The resident in 3C moved out and the person in 2B transferred to 3C for medical reasons, while the person in 11B moved to 2B, also for medical reasons. 11B has been leased to the only minority applicant on the 667 list. The family at 42 Fairbank Circle moved out and the 7th family on the local waiting list was housed at that address. The other 6 families were either unqualified or no longer interested in housing in Sudbury.

Maintenance: A report on maintenance activities was presented.

