

MINUTES OF THE REGULAR MEETING

January 25, 2005

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; Treasurer: John Darcey; Assistant Treasurer: Kelley Cronin; State Appointee: Elizabeth Rust; Fee Accountant: Howard Gordon; Executive Director: Jo-Ann Howe.

Fee Accountant: Howard Gordon answered questions from Board members with regard to the budget, quarterly statements, salaries, and budget certification. He advised that the SHA request an exemption from the budget cap in order to meet its required expenses.

- 1. MINUTES:** A motion to approve the minutes of 12/28/04 was made by K. Cronin, seconded by J. Darcey, 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: J. Howe confirmed by email to Joe Buckley that DHCD will be paying Blackstone Block for its engineering services, and ascertained that those services will include determination of access/egress from Colonial Road and that a site plan will be included. Engineering work should be completed by mid-February. Guidelines were provided for the Affordable Housing Trust Fund and it was learned that HOME applications deadlines are usually in February and September, but that special programs, which may include the DHCD modular pilot, are custom-coordinated. E. Rust presented a graphic showing the time-line in detail for this project, which will be refined and submitted to MHP and DHCD for input in order to better increase the SHA's understanding of the process. It was suggested that the SHA request to be put on the Conservation Commission's agenda for mid-March in order to avoid delays. The possibility of having one-on-one meetings with abutters was discussed, and meetings with the first 5 families will be scheduled as soon as the engineering report is received. It was questioned as to whether 10 Landham Road can be folded into this new development as a project-based Section 8 unit. Director was asked to contact Amherst and Foxboro Housing Authorities to learn if their modular developments are impacting their housing authorities budgets in any way.

3. CPA Committee: S. Swanger reported on the Committee's activities. A motion was made by E. Rust, seconded by S. Shugrue and unanimously passed to re-elect S. Swanger to the CPA Committee through the end of April Town Meeting.

Sudbury Housing Authority, January 25, 2005

Community Housing Committee: K. Cronin and J. Howe reported on the meeting of 1/21, during which it was decided to develop guidelines for 40B developments and to request a meeting with the Board of Appeals on pending 40B developments.

NEW BUSINESS:

Property Values: J. Howe has updated the study of the effect that the SHA duplexes have had on the assessments of neighboring houses. K. Cronin, who is a realtor, will research if any were remodeled during the time period in question, and also whether they are similar in style to each other.

EO 418 Certification: Sudbury has been certified under Executive Order 418.

Local Rental Vouchers: Information was presented on programs recently initiated by the Chatham Housing Authority and Marlboro Redevelopment Authority, in which local funding via the CPA, is used to subsidize rental vouchers.

4. Rent Write-Off: After some discussion, a motion was made by S. Shugrue, seconded by K. Cronin and unanimously voted to write off \$1,312 balance of rent owed the SHA by the former tenant at 8 Oakwood Avenue. The family tenant's son's girlfriend moved in and refused to acknowledge that her income should be included in household income. The single mother head-of-household was unable to pay the increased rent based on the girl's income, and eventually her son and this young woman moved to Missouri to live with the girl's father. The young couple now has a child, and though letters have been written and phone calls have been made, no payments have been made.

Staff Raises: After discussion, it was agreed to fund a 3% salary increase for all staff members (minus any Department of Labor and Industries mandated increases) from the SHA Local Program account. This will be a one-time commitment that will be reviewed next year, regardless of whether DHCD caps budgets at 0% again.

5. NAHRO Request for Assistance: A motion was made by K. Cronin, seconded by S. Shugrue and unanimously passed to donate \$84 from the SHALP account to NAHRO to help pay for the cost of a study to substantiate the need for adequate funding for the state subsidized public housing program.

6. Accounting Fees: A motion was made by K. Cronin, seconded by J. Darcey and unanimously approved to pay Accountant Howard Gordon \$1,000 to convert the SHA's accounting records to GAAP (Generally Accepted Accounting Principals), as mandated by DHCD.

DIRECTOR'S REPORT:

February Meeting: Due to vacation plans, the February meeting will be held on Tuesday, March 1st.

Vacancies: none

Maintenance: A report on maintenance activities was presented.

Minutes prepared by Jo-Ann Howe, Executive Director

