

MINUTES OF THE REGULAR MEETING

March 1, 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; Executive Director: Jo-Ann Howe.

1. MINUTES: A motion to approve the minutes of 1/25/05, 2/7/05 and 2/14/05 was made by K. Cronin, seconded by E. Rust, and unanimously approved.

2. CHECKS: A motion to approve the checks written during February was made by K.Cronin, seconded by E. Rust, and unanimously approved.

UNFINISHED BUSINESS:

Sites: The Colonial Road site is currently being surveyed in preparation for the creation of engineering drawings that will show potential locations for housing, septic systems and access. K. Cronin informed the Board of an opportunity that the Town has to buy 7 acres at 807 Boston Post Road, at the corner of Peakham Road. The Conservation Commission has stated that 5 acres are suitable for its purposes and 2 are suitable for housing. K. Cronin will further investigate.

3. CPA Committee: S. Swanger reported on the Committee's activities. They have allowed the SHA to change its request from a one to a two year extension. If the article is removed from Town Meeting's Consent Calendar, John Darcey will do a brief presentation on the rationale for its submission. J. Howe suggested that the SHA consider requesting full funding next year to purchase 40B homeownership unit/s to be owned by the SHA and rented to low income families. This will be further pursued after Town Meeting.

Community Housing Committee: K. Cronin reported on the meeting of 2/18. The committee is meeting with the Board of Appeals on pending 40B developments this evening. E. Rust suggested that the Committee pursue Jody's recommendation of having the Town appoint a 40B Coordinator.

NEW BUSINESS:

4. Budget Approval: A motion was made by E. Rust, seconded by S. Swanger and unanimously approved to accept the budget for FY 2006, as prepared by Executive Director J. Howe and Accountant Howard Gordon.

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5. Accountant Contract: A motion was made by S. Swanger, seconded by E. Rust and unanimously

approved to renew a contract with Howard L. Gordon for services for an additional two years.

6. Work Plan 1006: A motion was made by K. Cronin, seconded by J. Darcey and unanimously approved to pay Executive Director J. Howe \$3,941 for administering WP 1006, from the time of its inception in April 2004 until its close-out, projected to be November, 2005. This fee is based on 1.5 additional hours per week over a period of 86 weeks for work beyond the 20 hour part-time position as executive director. The dollar amount was calculated as follows: current salary breaks down to \$30.19/hour and that was multiplied by 1.5 hours for 52 weeks (April '04 – March '05) = \$2,355. If fy '06 budget is approved, salary effective 4/1/05 will break down to \$31.10/hour and that was multiplied by 1.5 hours for 34 weeks (April '05 – Nov. '05) = \$1,586. \$2,355 + \$1,586 = \$3,941. Payments will be made according to the same time schedule as payments to the engineer for this project.

7. Restricted Reserves: A motion was made by E. Rust, seconded by S. Swanger and unanimously passed to redirect \$79,100 to Emergency Septic Repairs, WP 1006, from the \$125,000 that was placed in a special MMDT account in February, 2002 to be used for the roofing and sidewalks. During the intervening years both sidewalks and roofing has been done incrementally from Extraordinary Maintenance and the restricted account has remained untouched.

Meeting of 3/22: It was decided to hold the meeting of 3/22 at 7:30 instead of 7:45 p.m. S. Shugrue requested a key to the Community Building so that he can open up when he's the first to arrive.

DIRECTOR'S REPORT:

Vacancies: none

Maintenance: A report on maintenance activities was presented.

Minutes prepared by Jo-Ann Howe, Executive Director