

**MINUTES OF THE REGULAR MEETING**  
**November 13, 2007**

The SHA met in open session 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Chairwoman: Kaffee Kang; Vice Chair: Sherrill Cline; Treasurer: Lydia Pastuszek; Assistant Treasurer: DeBorah Sonnenschein; Member: Steven Swanger; Associate Members: Sheila Cusolito and Judith Deutsch; Executive Director: Jo-Ann Howe.

**1. MINUTES:** A motion to approve the minutes of October 2, 2007 was made by S. Cline, seconded by D. Sonnenschein, and unanimously approved.

**2. CHECKS:** A motion to approve the checks written during October was made by S. Cline, seconded by S. Swanger, and unanimously approved.

**UNFINISHED BUSINESS:**

**3. Redevelopment Project:** The SHA's Local Screening Committee interviewed and ranked the following five architectural candidates chosen from among nine applicants by DHCD's Designer Selection Committee: Cole & Goyette, CSS Architects, Domenech Hicks & Krockmalnic, Grazado Velleco Architects, and Taylor and Burns Architects. A motion was made by S. Cline, seconded by D. Sonnenschein, and unanimously approved to sign a contract for designer services with Taylor and Burns Architects, 58 Winter Street, Boston, MA 02108, the candidate recommended as first choice by the SHA's Local Screening Committee.

Letters were sent to 32 abutters of the five sites in question, informing them of the SHA's plans for development, and only three responses have been received.

Discussion is underway with MHP and the Acton and Wayland Housing Authorities regarding the possibility of sharing a development consultant. J. Howe will enquire as to whether there will be a project manager, whether there will be additional help available, and whether the typical 5% administrative development fee will apply.

**Housing Specialist:** A meeting among E. Rust, J. Kablack, L. Pastuszek and J. Howe was held to discuss current projects. Future CPA projections were discussed, as well as the updated property values study which has again shown that the closer a house is to an SHA house, the higher its assessed value.

**Housing Roundtable:** L. Pastuszek, S. Cline, and J. Howe attended the Roundtable on October 22, with L. Pastuszek presenting on behalf of the SHA. Representatives from the Selectmen and ZBA were not in attendance.

**LWV Forum:** K. Kang, D. Sonnenschein and J. Howe attended the Forum on November 14, with K. Kang presenting.

#### **NEW BUSINESS:**

**4. CFA:** A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved to accept the Contract for Financial Assistance with DHCD in the amount of \$375,000 to pay for the architect and to cover assorted soft costs associated with Project 288016.

**5. Quarterly Report:** A motion was made by S. Swanger, seconded by D. Sonnenschein and unanimously approved to accept the Quarterly Financial Report as prepared by fee accountant Howard Gordon.

**6. Annual Report:** A motion was made by S. Swanger, seconded by D. Sonnenschein and unanimously approved to accept the annual submission for the Town Report.

**7. SHALP Payback:** A motion was made by L. Pastuszek, seconded by S. Cline and unanimously approved to pay \$5,000 plus interest from the SHALP account to the SHA operating reserves as the first payment on a loan of \$8,000 taken October 26, 2006 for use in replacing the septic system at 10 Landham Road.

**LEPC Tabletop Exercise:** J. Howe attended a 3-hour meeting of the Local Emergency Planning Committee on 10/23, during which a discussion was held regarding how a loss of power for several days would be handled by the various departments.

#### **DIRECTOR'S REPORT:**

**Vacancies:** Apartment 15D was leased to the first local family on the list and 13C will be leased to the next local disabled person under age 60. The family at 56 Great Road was transferred to 42 Fairbank Circle since it is no longer in need of a 4-bedroom unit, and DHCD has authorized leaving 56 Great Road empty until it is razed.

**Small Claim:** A Small Claim was filed against the family that damaged 42 Fairbank Circle before moving to Natick Housing Authority. Hearing will be held on February 13<sup>th</sup>.

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

