

## MINUTES OF THE REGULAR MEETING

November 11, 2008

The SHA met in open session 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Chairperson: Sherrill Cline; Treasurer: DeBorah Sonnenschein; Assistant Treasurer: Steven Swanger; Member: Kaffee Kang; Executive Director: Jo-Ann Howe.

**1. MINUTES:** A motion to approve the minutes of the meeting of October 14, 2008 was made by S. Swanger, seconded by D. Sonnenschein, and unanimously approved.

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

### UNFINISHED BUSINESS:

**Redevelopment Project:** A meeting to discuss design issues has been scheduled for 11/19 and will be attended by SHA architect Carol Burns, DHCD architect Jacqueline McBride, and SHA Director J. Howe. SHA Board wishes to maintain a strong role in design issues and requested that member K. Kang, who is an architect, also attend. After discussion, it was agreed that the expense of “green” efforts must be balanced against design issues, which are of major importance to SHA. **Easement:** Taylor & Burns’ surveyor has recommended that a title search be done on 56 Great Road since there are no town records which record the Tennessee Gas easement. Board asks what impact the existence of an easement would have on the project, since there are approved records of its exact location, which were sent to the surveyor and which indicate that it is not near the areas of disturbance for construction. Since the property is not going to be transferred, the SHA believes that Tennessee Gas and Dig Safe should bear the responsibility of verification of the easement’s existence.

**CPA Committee:** The SHA has submitted a request to the CPA Committee for a 5-year extension to purchase four affordable condos using \$360,000 in CPA funding. When ATM Article 43 was approved in 2006, it was stipulated that the condo purchases must be completed by the end of FY 2009, however, due to the economic slowdown, no units have yet been completed and sold to the SHA. K. Kang will make a presentation explaining this request to the CPA Committee on 12/3 at 7:30 p.m. at the Town Hall.

### NEW BUSINESS:

**705-5:** After some discussion, it was decided to consider two options for the condos for purchase (705-5) by SHA at Old County Road: One would be to explore the possibility of creating a waiting list that targets applicants at 50%-80% of Area Median Income in order to assure that the selected families can afford utility bills for such large units, and the other is to explore with the Town’s Housing Coordinator whether a swap might be done for smaller single family units.

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**Accessory Apartment Bylaw:** The Town's Housing Coordinator has revised the Accessory Apartment Bylaw so that it better addresses the needs of Sudbury residents. The revision will be submitted for Town Meeting Approval in April.

**Housing Roundtable:** The semi-annual Roundtable will be held on November 13<sup>th</sup> at 7 p.m at the Town Hall and will be attended by S. Cline and J. Howe.

**DIRECTOR'S REPORT:**

**3. Rent Write-Off:** A motion was made by K. Kang, seconded by D. Sonnenschein, and approved to write off the balance of \$436 owned by a former 667 tenant who vacated owning \$2,436. \$2,000 of that amount was paid by the individual, who has moved to Florida, just prior to the scheduled Small Claims hearing, which allows a maximum judgment of \$2,000.

**667 Vacancy:** The resident of 12C has moved to a hospice and the first person on the non-local list will lease the unit effective 12/1. He is a former Sudbury resident and town employee.

**705 Vacancy:** 52 Fairbank Circle has been leased, effective 11/1, to a local family.

**SHALP Vacancy:** The unit at 10 Landham Road will be vacated by 1/1, due to a decrease in family size. Notices have been sent to housing authorities who may have interested Section 8 voucher-holders.

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

Minutes prepared by Jo-Ann Howe,  
Executive Director