

MINUTES OF THE REGULAR MEETING

October 14, 2008

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

1. MINUTES: A motion to approve the minutes of the meeting of September 9, 2008, subject to minor changes under "Vacancies," was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved.

2. CHECKS: A motion to approve the checks written in September was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved.

UNFINISHED BUSINESS:

Redevelopment Project: The Schematic Submission was submitted by the architect to DHCD on 10/8, and a meeting will be held in November to discuss the submission. Board expressed hope that the exterior details will be more acceptable than in past versions.

Housing Trust: L. Pastuszek reported that the Trust has not yet met this fall.

CPA Committee: S. Cline will find out if SHA must submit a formal request to extend the time frame of its condo purchase program, which expires at the end of fy '09.

Audit: The Office of the State Auditor has completed its audit of the SHA covering the period from 7/1/06-6/30/08, with only minor suggested changes in fee accounting practices, which will be discussed at the Exit Conference on 10/21.

NEW BUSINESS:

3. SHALP Septic Reimbursement: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved to re-pay the SHA's 400-1 account with \$3,119 from the SHALP account. A total of \$8,000 was borrowed on 10/16/06 to help pay for a new septic system, and this second and final installment includes \$119 interest.

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4. SHALP Administrative Reimbursement: A motion was made by L. Pastuszek, seconded by S. Swanger and unanimously approved to reimburse the SHA's 400-1 account with \$7,148.79 for

accumulated administrative expenses through 8/31/08 paid from 400-1 but charged to SHALP during the past few years, at the suggestion of the State Auditor's office.

5. Service Animal Expense Deduction Policy: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved to adopt this policy as written and mandated by DCHD.

6. Policy for Establishing the Annual Provision for an "Allowance for Bad Debts:" A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously approved to adopt the following policy, as recommended by the Auditor and written by the SHA's fee accountant:

"On an annual basis the Sudbury Housing Authority's fee accountant will record on the books of account a provision for the "Allowance for Bad Debts". The amount recorded shall be in accordance with the DHCD accounting manual.

The allowance for bad debts - tenant rents shall contain the total of the following amounts at the end of each fiscal year:

1. 25% of the rents due for 0 to 30 days
2. 50% of the rents due for 31 to 60 days
3. 75% of the rents due for 61 to 90 days
4. 100% of the rents due over 90 days
5. 100% of the rents due from vacated tenants

The establishment of this provision does not set the policy of the SHA for writing- off uncollectible tenant rent balances. It only sets the policy for estimating the amount of tenant rent balances due the SHA that may be uncollectible."

7. Credit Card Use Policy: A motion was made by S. Swanger, seconded by L. Pastuszek and unanimously approved to adopt the following Credit Card Use Policy, at the suggestion of the Auditor:

"The SHA has two credit cards, a Discover Card with rebates, which is used for most credit card purchases, and a Chase VISA, for use with businesses that do not accept Discover Card.

Business credit cards may be used by executive director and other staff as designated by the executive director for the following uses, including but not limited to:

- Purchases of equipment
- Purchases of materials and supplies
- Travel-related expenses
- Miscellaneous services

All purchases by staff shall be pre-authorized by executive director and all expenditures shall be reviewed by the SHA Board at its monthly meeting. Any single purchase in excess of \$1,500 must be pre-authorized by the Treasurer and ratified at the next meeting of the SHA Board.”

8. Wage Match: A motion was made by L. Pastuszek, seconded by S. Swanger and unanimously approved to authorize Chairperson and Executive Director to sign off that they understand and approve DHCD’s Public Housing Notice 2008-12 of 9/30/08 on Wage Match for State Housing Program Tenants.

Habitat: A letter was received by the SHA requesting a financial contribution, which was declined.

Housing Roundtable: The semi-annual Roundtable will be held on 11/13, and Chairperson S. Cline will present for the SHA.

Board Member Training: No SHA members are able to attend the training on 10/25.

NAHRO Fall Conference: L. Pastuszek and J. Howe plan to attend this conference, which will be held 11/17/18.

DIRECTOR’S REPORT:

Regional Attorney’s Workshop: J. Howe attended this workshop on 9/24 on the subject of “Grievance Procedure.”

LEPC: J. Howe attended a meeting of the Vulnerable Population Subcommittee of the Local Emergency Planning Commission on 9/25.

Small Housing Authorities Meeting: J. Howe attended on 10/8 on the subject of the new Capital Planning System.

Small Claim I: A Capias was issued for the former tenants of 42 Fairbank, which resulted in them signing another payback agreement with the SHA at court on 10/1.

Maintenance: A report on maintenance activities was presented.

Minutes prepared by Jo-Ann Howe,
Executive Director

