

MINUTES OF THE REGULAR MEETING

December 12, 2011

The SHA met in open session 55 Hudson Road, Sudbury, at 6:30 p.m. Those present were: Chair: Kaffee Kang; Vice Chair: Sherrill Cline; Treasurer: Judith Deutsch; Assistant Treasurer: Lydia Pastuszek; Member: Steven Swanger; Executive Director: Jo-Ann Howe.

1. MINUTES: A motion was made by S. Cline to approve the minutes of the meetings of November 8 and November 21, 2011. The motion was seconded by S. Swanger and unanimously approved.

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

UNFINISHED BUSINESS:

Redevelopment Project: The financial closing is now expected during the first week of January and the contractor and modular manufacturer are making submissions to the architect. The contractor is preparing to apply for building permits.

CPA Proposal: L. Pastuszek, S. Cline and J. Howe met with Beth Rust and Jody Kablack of the Planning office to discuss the revisions for the SHA's condo purchase proposal, after which, a letter was sent to the CPC stating that the SHA would like to use the allotted funding to create no fewer than two rental units to be added to the existing SHALP program. K. Kang presented to the CPC on 12/7 and the revision was accepted for presentation to Annual Town Meeting.

Bank Accounts: One certificate of deposit for \$200,000 was purchased from Middlesex Savings Bank for a six-month term.

Budget and Salary Certifications: Revised Budget and Salary Certifications were signed for submission to DHCD. Revisions were made by DHCD in response to suggestions by NAHRO.

Contract: A second original copy of the executive director's contract signed last month was signed for submission to DHCD.

Village Fire: Renovations by Vareika Construction, assigned by Sullivan Insurance, were begun on 12/8.

Formula Funding Project: DHCD's House Doctor has estimated that the work will cost nearly twice the amount estimated in the Capital Improvement Plan. He will talk to contractor who provided the original estimate to identify any discrepancies.

CPC: S. Cline reported on the proposals under consideration.

Housing Trust: L. Pastuszek reported that the next Trust meeting is on 12/19.

NEW BUSINESS:

3. Capital Improvement Plan Contract Amendment: A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously approved to increase DHCD's CFA 288025001 by \$1,562.12 for administrative fee, for a new total of \$199,274.12.

Bay State Consultants: After some discussion it was decided not to sign on as *Amici Curiae* in a legal action as requested by Bay State Consultants, SHA's electricity broker, which would determine if energy procurement should remain exempt from MA Ch. 30B. The brief that will be filed has not been read by the Board and so there is insufficient information to make such a decision.

Annual Town Report Submission: Due by January 17th.

2012 Schedule: Dates provided.

DIRECTOR'S REPORT:

Vacancies: The tenant in 2B has died and the tenant from 2D, who needs a first floor unit, will move there. 2D will go to the next person on the local list.

Maintenance: A report was presented on maintenance activities.

Minutes prepared by Jo-Ann Howe,
Executive Director