

## MINUTES OF THE REGULAR MEETING

June 14, 2011

The SHA met in open session 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Chair: Kaffee Kang; Vice Chair: Sherrill Cline; Treasurer: Judith Deutsch; Assistant Treasurer: Lydia Pastuszek; Executive Director: Jo-Ann Howe.

**1. MINUTES:** A motion to approve the minutes of the meeting of May 10, 2011, was made by L. Pastuszek, seconded by S. Cline, and unanimously approved.

**2. CHECKS:** A motion to approve the checks written in May was made by S. Cline, seconded by L. Pastuszek, and unanimously approved. L. Pastuszek offered to research CDs as a supplement to MMDT for excess funds beyond checking.

### UNFINISHED BUSINESS:

**3. Redevelopment Project:** The highest rated among four “offers” was Eastern General Contractors of Springfield, and they were also the lowest qualified bidder. Their bid was over the anticipated budget and efforts are currently underway to access more funding. A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously passed to award the contract to Eastern General Contractors contingent upon obtaining additional funding to cover the increased project costs.

**CPA Committee:** S. Cline reported the Engineering and Development Feasibility Study Report on the Melone Property, dated January 2011, was funded by the CPA Committee.

**Housing Trust:** L. Pastuszek reported on the Trust’s activities. B’nai Brith has requested financial help from the Trust due to a shortage of funding for its proposed senior rental housing project in Sudbury. An offer has been made on another home preservation unit, and more grants for homeowner repairs have been made.

**Executive Director Contract/Employment Policy:** DHCD has made some suggestions to the proposed Employment Policy, which will be reviewed by S. Cline and L. Pastuszek, who will also review it for consistency with executive director contract.

### NEW BUSINESS:

**4. Year-End Statements:** A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously passed to approved the year-end statements as prepared by Fee Accountant Howard Gordon. J. Howe will ask H. Gordon about the SHA’s future liability with regard to GASB45.

**5. Capital Planning:** A motion was made by S. Cline, seconded by J. Deutsch and unanimously passed to accept the capital plan proposed by J. Howe for DHCD’s Formula Funding Program.

### DIRECTOR’S REPORT:

**Annual Conference:** J. Howe attended the NAHRO Conference in Hyannis and reported on the workshops attended.

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

Minutes prepared by Jo-Ann Howe,  
Executive Director