

MINUTES OF THE REGULAR MEETING

November 8, 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; Member: Steven Swanger; Executive Director: Jo-Ann Howe.

1. MINUTES: A motion was made by S. Swanger to approve the minutes of the meeting of October 11, 2011. The motion was seconded by S. Cline and unanimously approved.

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

UNFINISHED BUSINESS:

3. Redevelopment Project: Weekly conference calls among the representatives of all of the lenders, Rebecca Mautner and J. Howe, will be taking place between now and closing at the end of the year, in order to ascertain that the documents required are all correctly in place. Treasurer signed a Certificate as to Taxes for the closing. A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously accepted the Resolutions prepared by Klein Hornig LLP, the SHA's attorney for the financial closing, and dated November 8, 2011, which are attached to these minutes. Said fourteen resolutions all involve the SHA's responsibilities with regard to the various loans and grants that will finance this project.

Clerk of Works: Two resumes have been received by EDD Advisors, the Owner's Project Manager.

4. Condo Purchase Program: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously passed to amend the proposal submitted to the CPA Committee from "redirected to allow the purchase of one or more housing units..." to "re-directed to allow the purchase and/or renovation of one or more housing units....." and "This would enable the SHA to purchase market value single-family or duplex houses" to "This would enable the SHA to purchase and/or renovate single-family or duplex houses....." K. Kang will make a presentation on behalf of the SHA to the CPA committee on 12/7.

5. Bank Accounts: A motion was made by L Pastuszek, seconded by S. Swanger and unanimously approved to purchase one or more certificates of deposit for a total amount of \$200,000 from Middlesex Savings Bank for six-month terms, in place of the decision made at last month's meeting to purchase two CDs for one-year terms, in order to make funds available for house purchases or renovations should the proposed CPA article pass. The number of certificates to be purchased will be decided after researching penalties for early withdrawal.

Fire Department Request: The decision to use two of the SHA houses for training that are scheduled for demolition will be made by the Fire Dept. at a later date.

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CPC: S. Cline reported that the Committee will be reviewing new proposals in November and early December. K. Kang will present the SHA's proposal on 12/7.

Housing Trust: L. Pastuszek was unable to attend the last meeting of the Trust.

NEW BUSINESS:

Village Fire: During the evening of October 29th, a fire occurred in the attic above unit 14D, causing much smoke and water damage to the apartment, along with holes broken through the kitchen, bedroom and bedroom closet ceilings. Thanks to the alertness of the resident, who heard a crackling sound from above the closet and investigated, the Fire Department was called before the smoke detectors in the apartment activated. There were no injuries, and the tenant stayed with family until Nov. 1st, when she moved into 8A with rented furniture. The insurance adjuster, the Fire Dept. and two electricians all believe that the cause of the fire was a mouse or squirrel chewing through electrical wires, and none have provided any advice on prevention of future occurrences other than to keep animals out of the attics.

6. Employment Policy: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved to accept the Employment Policy as amended to conform to DHCD's requirements.

7. Contract: A motion was made by S. Cline, seconded by L. Pastuszek and unanimously approved to extend Executive Director J. Howe's contract for 5 years as amended.

Budget and Salary Certifications: Budget Certification for the SHA's current fiscal year budget and a copy of the executive director's contract with the Form for Salary Certification attached were both signed by each Board member for submission to DHCD. This is in response to DHCD's attempt to deal with the salary misrepresentation of the executive director of the Chelsea Housing Authority.

Formula Funding Project: DHCD has assigned Richard Alvord Architects of Roslindale to be the "house doctor" for the SHA's capital improvement projects for this fiscal year, which include roofing, exterior door and trim replacement, and exterior painting. An employee of that firm has begun his own evaluation and estimates of the work involved.

NAHRO Fall Conference: Executive director unable to attend due to time constraints.

DIRECTOR'S REPORT:

Vacancies: The applicant moving to 8A was willing to postpone leasing the unit, so that the tenant from 14D who was displaced by fire damage, can live there temporarily. Applicant will be offered the next first floor vacancy, which is likely to be 8A when work is completed on 14D.

Maintenance: A report was presented on maintenance activities.

Minutes prepared by Jo-Ann Howe,
Executive Director

