

MINUTES OF THE REGULAR MEETING

October 11, 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. Cline to approve the minutes of the meeting of September 13, 2011 after changing \$350,000 to \$360,000 under "CPA Committee," The motion was seconded by J. Deutsch and unanimously approved.

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

UNFINISHED BUSINESS:

Redevelopment Project: A Massdocs pre-closing meeting was held at DHCD on October 3rd, with representation from DHCD's Housing Stabilization, Fund, Affordable Housing Trust Fund, Mass Housing Partnership, and Property & Casualty Initiative, along with consultant R. Mautner and J. Howe. Financial closings are expected to occur in December, and construction completion is projected at one year from now. Role of a clerk of the works was discussed and it was decided that a part-time position will suffice.

3. Bank Accounts: After discussing recommendations from the SHA's accountant, a motion was made by J. Deutsch, seconded by S. Swanger and unanimously approved to purchase two certificates of deposit from Middlesex Savings Bank for 12-month terms, with money that is currently in MMDT. Rates were compared at TD Bank, Citizens', Salem Five and Middlesex by L. Pastuszek, and Middlesex has the best rates.

4. Condo Purchase Program: A motion was made by S. Swanger, seconded by L. Pastuszek and unanimously approved to request the CPA Committee to allow the SHA to spend the \$360,000 allotted for the purchase of four condos, for the purchase of no fewer than two units of affordable housing. If approved, this would allow the SHA to submit a place holder article for Town Meeting. With this change, it is hoped that inexpensive single family homes might be purchased, instead of condos, which often have prohibitive trust requirements. J. Howe will investigate as to whether DHCD is still willing to contribute to this endeavor.

CPA Committee: The first meeting of the season is scheduled for October 19th. Deadline for new proposals is November 1st.

Housing Trust: The next meeting is scheduled for the end of this month. Negotiations are in progress with the Maynard Road developer.

NEW BUSINESS:

5. Grant for ADA Shower: The SHA has been award \$7,000 from DHCD'S Public Housing Compliance Reserve to help pay for the conversion of a bathtub to a wheelchair-accessible shower in Apt. 15B. A motion was made by S. Cline, seconded by S. Swanger, and unanimously passed to accept DHCD Amendment #1, awarding \$7,000, to Capital Improvement Work Plan 288025001, Project 18802.

6. Accountant's Contract: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously passed to pay Fee Accountant Howard Gordon an additional \$125 per month as compensation for the extra work he has been doing on the Redevelopment project.

7. Part-Time Directors/Formula Funding Administration: A motion was made by L. Pastuszek, seconded by S. Swanger and unanimously passed to pay part-time executive director J. Howe for an additional 37.5 hours for work generated by the Capital Planning/Formula Funding program mandated by DHCD.

NAHRO Fall Conference: J. Howe will attend one day of the conference on November 14th or 15th.

DIRECTOR'S REPORT:

Vacancies: The tenants in 3A, 8B, 13D and 8A, have all moved to long-term care facilities. All four units will be leased to Sudbury residents, one of whom is a disabled person under 60, and one of whom requires emergency housing.

Maintenance: A report was presented on maintenance activities.

Minutes prepared by Jo-Ann Howe,
Executive Director