

MINUTES OF THE REGULAR MEETING

September 13, 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 was made by S. Cline to approve the minutes of the meeting of July 12, 2011, seconded by L. Pastuszek, and unanimously approved.

2. CHECKS: A motion to approve the checks written in July and August was made by J. Deutsch, seconded by S. Cline, and unanimously approved.

UNFINISHED BUSINESS:

Redevelopment Project and Sudbury Foundation Grant: All efforts made during the summer to procure increased amounts of funding to fill the gap caused by unexpectedly high bids were successful. The last was from the Sudbury Foundation, which will provide \$15,000 of the \$25,000 requested to replace SHA operating reserves that will be used for the project, and prior to that, \$150,000 was donated by the Sudbury Housing Trust.

3. CEDAC Loan: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously passed to accept the terms of a \$200,000 bridge loan from the Community Economic Development Assistance Corporation to cover redevelopment expenses until closing on permanent loans.

Capital Planning: Two consultants from CyberSense spent approximately 36 hours helping submit the SHA's capital plan to DHCD via its complicated website. The SHA's Alternate Plan has already been approved, which will allow us to replace two roofs, repair and re-paint siding, and replace a bathtub with roll-in shower simultaneously during this fiscal year, instead of over a 3-year period. This was allowed since so few housing authorities submitted capital plans that there is money left to be spent this fiscal year.

Bank Accounts: After some discussion, it was decided to consult with Fee Accountant Howard Gordon before voting how much SHA cash should be placed in certificates of deposit, not to exceed a period of 12-23 months.

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4. Employment Policy/Contract: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously passed to accept the three changes to the newly written Employment Policy recommended by DHCD. The director's contract will require further work to make it consistent with the Employment Policy.

CPA Committee: The CPAC is soliciting new proposals, and a discussion ensued regarding the SHA's desire to re-define the \$360,000 in CPA funds allotted by Town Meeting for the purchase of four condos. This would allow it to be used for the purchase of one housing unit of any kind for

SHA rental housing for a low-income family, in the same manner as 10 Landham Road has been used for the past ten years. L. Pastuszek will bring this up to the Town Planner and Housing Specialist for consideration at Friday's meeting of the Housing Trust.

Housing Trust: The first post-summer meeting will be on September 16th.

NEW BUSINESS:

5. Mileage Reimbursement: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously passed to increase mileage reimbursement from \$.40 to \$45 per mile as allowed by DHCD's recently published Budget Guidelines, effective October 1st.

Solar Water Heating Grant Application: SHA has applied to DHCD for a grant to heat water for the Village washing machines, but only 5-10 from 40 applicants will be accepted for funding.

Sudbury United Methodist Church: This local church presented a program of music and refreshments at the Village on September 11th, initiating a year of community service projects, some of which are intended to benefit our residents.

Truck Insurance: A new policy has been procured through NAHRO which cost only \$733, vs. the \$934 previously paid.

Rebates: \$8,250 in rebates have been received resulting from the installation of new energy efficient boilers in some SHA family residences.

DIRECTOR'S REPORT:

Maintenance: A report was presented on maintenance activities.

Minutes prepared by Jo-Ann Howe,
Executive Director