

## MINUTES OF THE REGULAR MEETING

July 10, 2012

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

**1. MINUTES:** A motion to approve the minutes of 5/8/12 was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved. A motion to approve the minutes of 6/12/12 was made by J. Deutsch, seconded by S. Swanger, and unanimously approved.

**2. CHECKS:** A motion to approve the checks written in June was made by S. Swanger, seconded by K. Kang, and unanimously approved.

### UNFINISHED BUSINESS:

**Redevelopment Project:** All houses have been delivered and septic systems installed. Lottery agent is preparing letters and applications to be left here and at Goodnow Library. Board members will meet at 8:30 a.m. at 41-43 Great Road on 7/18 for a tour of the house.

**Governor's Commission on Public Housing Sustainability and Reform:** The Commission's report has been completed and distributed. J. Deutsch will write a letter to Senator Eldridge, enclosing the letter that was sent to him, Representative Conroy and the Commission on 4/17. She will state that the SHA does not agree with all of the Commission's recommendations and would like a voice in any legislation that may be filed regarding those recommendations. Further discussion involved the possibility of organizing all of the Governor's housing authority appointees. Consensus was that any further action to be taken by SHA should be in response to legislation that may be filed. The Board will consider joint action with other housing authorities, depending upon what action may be proposed.

**Trim/Siding/Roofing Project:** Still proceeding well.

**ADA Bathroom Project:** completed

**Housing Trust:** Will be meeting next week to discuss the Maynard Road proposal.

**CPA Committee:** There have been no recent meetings.

**Condo Proposal:** Since May's Town Meeting voted to allow the \$360,000 in condo purchase money to be used instead of the purchase of up to two houses, this will be referred to as the House Purchase Proposal in the future, or HPP. The Board would like to pay Administrative Assistant Sheila Cusolito to take charge of the HPP in addition to her existing job of 25 hours per week if she is willing. It was agreed that Sheila's hourly rate does not come close to matching that which would be charged by a consultant. After much discussion it was decided to ask Sheila for a proposal or work plan, that would break the job into various steps, and to be paid as they have been accomplished. The steps might include: how to finance, finding a house, etc., with a payment to be made at completion of each step. It was suggested that development consultant, Rebecca Mautner, be asked what a fair rate would be for a consulting intern. It should be remembered that a non-payroll job should include an additional 25-30% in place of benefits.

### NEW BUSINESS:

**Hero Award:** J. Howe was given a Housing Hero award at the Annual MHP Conference at Devens on June 14<sup>th</sup>. All the board members were invited to attend and the award was much appreciated.

**Maintenace Staffing:** David Condon, the SHA's 9-hour maintenance man, gave two weeks' notice of retirement on July 8<sup>th</sup>. Jim Plourde, the 23-hour man, will be having knee replacement surgery this fall. Gary Isaacs, a fireman recommended by former employee Gary Bardsley, has agreed to fill in for Jim, and may be available to work the additional 9 hours as well. This is an emergency hiring, and will be subject to reference checks and CORI.

### **DIRECTOR'S REPORT:**

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

Minutes prepared by Jo-Ann Howe,  
Executive Director