

## MINUTES OF THE REGULAR MEETING

May 8, 2012

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

1. **MINUTES:** A motion to approve the minutes of 4/10/12 was made by S. Cline, seconded by L. Pastuszek, and unanimously passed.

2. **CHECKS:** A motion to approve the checks written in April was made by L Pastuszek, seconded by S. Cline and unanimously approved.

### UNFINISHED BUSINESS:

**Redevelopment Project:** The project is proceeding on schedule and under budget.

3. **Employment Policy:** A motion was made by L. Pastuszek, seconded by S. Cline and unanimously approved to accept the Employment Policy as revised to more clearly articulate the Board's intent with regard to the availability of benefits to new employees.

**CPA Committee:** The CPC will present a number of articles at Annual Town Meeting following tonight's SHA meeting, including the SHA's request to use the \$360,000 previously allocated to purchase four condos at no more than \$90,000 per unit to be used instead to purchase units at no more than \$180,000 each, thus enabling the purchase of single family houses with the help of additional subsidy or mortgage.

**Housing Trust:** L. Pastuszek reported that the Trust has approved several small grants to homeowners.

### NEW BUSINESS:

**Administrative Assistant:** Administrative Assistant Sheila Cusolito will attend the Occupancy Cycle training at the Hyannis Conference, given by Regional Attorney Karen Ahlers.

4. **Change Order Policy:** A motion was made by S. Cline, seconded by L. Pastuszek and unanimously passed to accept the Change Order Policy for the Redevelopment Program, as proposed by Development Consultant Rebecca Mautner.

5. **DHCD Project #288022:** A motion was made by L. Pastuszek, seconded by S. Cline, and unanimously passed to pay Emerson Swan, Inc., of Randolph, MA, \$9,200 to convert the bathtub in Unit 15B to a roll-in shower.

6. **Year-End Statements:** A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously passed to accept the Year-End Statements as prepared by accountant Howard Gordon.

**Schedule of Positions and Compensation Form:** This form was signed by all present, certifying the salaries paid for each staff position at the SHA.

### DIRECTOR'S REPORT:

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

Minutes prepared by Jo-Ann Howe,  
Executive Director