

## MINUTES OF THE REGULAR MEETING

June 11, 2013

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

**1. MINUTES:** A motion to approve the minutes of 5/14/13 was made by S. Cline, seconded by L. Pastuszek, and unanimously approved as amended.

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

### UNFINISHED BUSINESS:

**Heat Pump Pilot:** Energy Consultant Bob Morrison reported on a meeting held on May 30<sup>th</sup> with John Donoghue of DHCD, a manufacturer's representative, and J. Howe. It was decided at that time to use one heat pump in 1B and one in 1C and to use 1A and 1D as controls to compare the cost of heating. Bathroom fans will be changed to those which operate continuously but boost speed when an occupant enters. It was decided not to use 2 heat pumps in one apartment since it is known that they will provide more than a sufficient amount of heat and the remaining question is whether one pump will provide sufficient heat in both an upstairs and downstairs, inside and outside apartment.

**Redevelopment Project:** The accessible unit at 11 Ford Road has been leased and the project is finally expected to be closed out this month.

**Reorganization Proposal:** J. Howe attended a meeting at Chelmsford Housing Authority during which several local authorities decided to investigate the possibility of hiring consultants together to facilitate procurement, capital improvements, and administrative plan updates. Acton and Chelmsford Housing Authorities will take the lead in making inquiries.

**Housing Trust:** L. Pastuszek was unable to attend the Trust's last meeting, but reported that the Trust plans to file for a new Comprehensive Permit for the Maynard Road project.

**CPC:** DHCD recently issued a memorandum on uses for CPA funds which the Board suggested be sent to Town Planner Jody Kablack, who is liaison to the CPC.

**Donation:** A generous resident of Sudbury sent eleven gift cards from her book club for distribution to SHA tenants.

### NEW BUSINESS:

**3. Accountant Contract:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously approved to sign a 2-year contract with Howard Gordon.

**4. Health Insurance Buy-Out:** A motion was made by S. Cline, seconded by K. Kang, and unanimously approved to pay Administrative Assistant S. Cusolito \$1,000 to opt out of SHA health insurance, for which she qualifies. This will save the SHA from \$325-\$1,527 per month.

**5. Developer Fee:** A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously passed to pay J. Howe \$9,105 for the extra work done on the Redevelopment Project, which has had active status for 7 years.

**Workers' Compensation:** Maintenance Man Jim Plourde will have knee replacement surgery on June 24<sup>th</sup> and be out on Workers' Compensation for about three months since it resulted from his work at the SHA.

**Personnel Workshop:** S. Cusolito attended a workshop on this subject on June 7<sup>th</sup> in Plymouth.

**NAHRO Conference:** J. Deutsch, L. Pastuszek, S. Cusolito and J. Howe attended all or parts of the annual conference in Hyannis, at which the SHA was presented with awards for our new duplexes and for Local Advocacy.

**Retirement:** Board requests that J. Howe notify Selectmen, Town Planner and Community Housing Coordinator of her retirement. Board will send a letter to all SHA residents asking them what qualities they would like to have in their new executive director. Deadline for executive director applications is June 21<sup>st</sup>, and it is hoped that a recommendation can be made by the hiring subcommittee to the Board to be voted upon at its meeting of July 9<sup>th</sup>. A special meeting will be scheduled for July 16<sup>th</sup> so that the finalist may meet with the board.

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

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

Minutes prepared by Jo-Ann Howe,  
Executive Director