

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

November 12, 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: Sheila Cusolito.

**1. MINUTES:** A motion to approve the minutes of October 8, 2103 was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved as amended.

**2. FINANCIAL REPORT/CHECKS:** A motion to approve the checks written in October 2013 was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved.

#### UNFINISHED BUSINESS:

**Heat Pump Pilot CFA Closeout:** Tabled.

**Heat Pump Water Heaters:** The installations are expected to occur November 12–19.

**Statewide Hearings on Governor's and Alternate Proposals:** The Selectmen agreed at their October 22, 2013 meeting to send a letter in support of the SHA's position regarding governance reform. Amy Lepak, on behalf of the Housing Trust, sent word that the Trust supports the SHA's position.

**FY14 Health & Safety Initiative** The SHA is eligible for up to \$8,000. S. Cusolito submitted a proposal to repair two tub surrounds.

#### NEW BUSINESS:

**CPA Funding Proposal:** K. Kang drafted a proposal that was submitted on October 31, 2013. S. Cline reported that the CPC reviewed all proposals and will schedule applicant presentations in December. The CPC will finalize its recommendations at its January 15 meeting. In addition to the SHA proposal, two others in the Housing category were received: a request by the Housing Trust for 10% of the funds and a request by the Selectmen to fund a preliminary engineering study of the Melone property. Regarding the SHA proposal, Ms. Cline explained to the CPC that the SHA's Formula Funding is for capital expenses. S. Cusolito provided a brief outline of the HILAPP, High Leverage Asset Preservation Program, which will be seeking proposals for competitive capital funding starting in January. She reported that a preliminary query with DHCD suggests that the bathroom surround project would be eligible; however, the HILAPP is designed to fund more comprehensive preservation activities.

S. Swanger reported on a recent discussion with Selectman Larry O'Brien concerning the Melone property. The Selectmen favor housing on the site, with possibilities ranging from assisted living to age-restricted development. Residents have also provided feedback, including housing dense enough to meet the Town's 10% affordable housing requirement. S. Swanger outlined his concerns with the Selectmen's CPC proposal, most particularly that it creates a housing development that risks isolating residents from the

community at large. He favors a mixed-use development. The Board also discussed the expense and proposed scope of the Selectmen's proposal and agreed that a more modest and deliberate planning approach is necessary. Mr. Swanger agreed to write up his vision and share it with Town Planner Jody Kablack.

**Community Support Groups:** S. Cusolito reported on the SHA's inclusion on several Town-wide support networks, in large part due to the efforts of Police Chief Scott Nix. The Board cautioned against over-extending.

**New Duplex Warranties:** S. Cusolito reported that the warranties expire in December. Inspection results will be passed on to the general contractor. The most significant observation was cracking in the walls in several homes, thought to be due to settling.

**ED Contract/DHCD:** S. Cusolito shared a letter that was sent to DHCD concerning her contract. The state has determined to pay only 68% of the ED salary, rather than the 88% that corresponds to the percentage of state housing in the SHA's portfolio.

**Rental Marketing Plan:** S. Cusolito distributed the preliminary submission of the home purchase proposal. This was submitted to DHCD in early November, with a response expected by the end of the month. Included in the proposal was an outline of a marketing and tenant selection plan, which are necessary components that DHCD must approve, in addition to the deed restriction. Regulations around fair marketing apply.

S. Cusolito sought input on the marketing plan. The Board agreed by consensus on the following if possible: maintaining a wait list; providing a preference to those who live or work in Sudbury, as well as METCO families; providing secondary preference to those residing in contiguous towns.

**Liaison Reports:**

**Housing Trust:** L. Pastuszek reported that the Trust did not meet in October.

**CPC:** As outlined under CPA Funding Proposal.

**Police Station:** K. Kang described the police station proposal as it now stands. Parking spaces have been reduced from 90 to 60. There is a willingness to provide landscaping, but probably not a berm on the driveway. She recommended contacting Bill Place for any issues, including the plan for an exit once construction begins. She also recommended exploring the possibility of a second driveway from Colonial Road.

**DIRECTOR'S REPORT:**

**Vacancies:** A report on vacancies for the period October 9, 2013–November 12, 2013 was presented.

**Evictions:** A report on evictions was presented.

**Maintenance:** Maintenance resulting from inspections and routine work orders are being addressed.

**Executive Session:** A motion to adjourn the November 12, 2013 Regular Session and move to Executive Session for the purpose of discussing the purchase of real property and not to return to Open Session was made by S. Swanger, seconded by K. Kang, because to hold discussion in Open Session might compromise the negotiating position of the Housing Authority. The vote was 5–0 in favor. The time was 9:15 p.m.

Yes: Sherrill Cline

Yes: Judith Deutsch

Yes: Kaffee Kang  
Yes: Lydia Pastuszek  
Yes: Steven Swanger

Minutes prepared by S. Cusolito  
Executive Director