

SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD
SUDBURY, MASSACHUSETTS 01776
sudburyhousing@verizon.net

SHEILA M. CUSOLITO
Executive Director

PHONE: (978) 443-5112
FAX: (978) 443-5113

MINUTES OF THE REGULAR MEETING

April 8, 2014

The SHA met in open session at 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Chair: Judith Deutsch; Member: Sherrill Cline; Member: Kaffee Kang; Executive Director: Sheila Cusolito.

1. MINUTES: Tabled. S. Cline presented changes to the maintenance report on the March 11, 2014 minutes.

2. FINANCIAL REPORT/CHECKS: A motion to approve the checks written in February 2014 was made by S. Cline, seconded by K. Kang, and unanimously approved.

A motion to approve the checks written in March 2014 was made by S. Cline, seconded by K. Kang, and unanimously approved.

NEW BUSINESS:

3. FY16, FY17 Formula Funding and Five-Year Plan: S. Cusolito reported that the FY16, FY17 previously approved FF amount of \$134,084 was reduced by 16.13% to account for the four 705 units taken off-line to construct the New Duplexes.

A motion to approve the FY16, FY17 Formula Funding and Five-Year Plan as presented was made by K. Kang, seconded by S. Cline, and unanimously approved.

4. Lead Paint Certification: A motion to approve the annual Lead Paint Certification was made by S. Cline, seconded by K. Kang, and unanimously approved.

5. Management Plan: The State auditors have determined that the SHA Management Plan requires updating. After some discussion of the options available to utilize existing resources, templates, and expertise, the Board agreed by consensus to allow S. Cusolito to determine the best course, including the possibility of hiring J. Howe.

6. State Appointee Reappointment: J. Deutsch expressed interest in being reappointed by the Governor to the SHA Board. The Board agreed by consensus to support the reappointment and to authorize S. Cusolito to write a letter of recommendation, as well as request a letter of support from the Board of Selectmen. J. Deutsch will request letters of support from legislators.

7. NAHRO Conference: S. Cusolito will attend the conference in Hyannis May 18–21. She will receive her MPHA Certificate.

8. Liaison Reports: Reports on the Housing Trust and the April 7 Housing Conference will be provided by L. Pastuszek at the next scheduled meeting.

CPC: S. Cline reported that J. Drobinski will be replaced as the Selectmen's representative to the CPC, but that it has not been determined who will serve in this capacity.

UNFINISHED BUSINESS

9. HILAPP: S. Cusolito received a call from the State (Amy Stitely) regarding the HILAPP RFP. A. Stitely wanted to know if the SHA did not pursue the funding because of a lack of support from the State or for other reasons. She clarified that technical support can only be offered if a response to the RFP is submitted. Amy also stated that there very likely will be a Fall funding round. The Board requested information on who reviews the HILAPP proposals.

10. State Audit: Auditors have spent considerable time on the pet and laundry accounts, which collectively total less than \$6,000.

11. Heat Pump: The second of the two heat pumps installed for the Pilot was relocated and found to have had a faulty initial installation (water in the refrigerant). The issue was corrected at the time of relocation. The unit might have a compromised life-span, but is expected to function well beyond the warranty period. No recourse on the original installation will be sought.

12. Willis Lake Update: The signed Regulatory Agreement was received and was passed along to attorney J. Fox to record.

13. New Duplex Warranty Work: There has been no response to date regarding the insufficient insulation.

DIRECTOR'S REPORT:

Vacancies: There are two new vacancies for which 30 days' notice was received for the period March 12–April 8, both at Musketahquid Village. The unit at 56 Fairbank was rented on schedule on March 21 to a local tenant.

Evictions: None.

Maintenance: Maintenance from inspections and routine work orders is being addressed. G. Beharrell's maintenance hours were increased to 25, pending staffing decisions.

Administrativeb: Jackie Kilroy, of Sudbury, was hired as the Administrative Assistant, effective March 17.

S. Cusolito reported receiving a PHN in which the DHCD announced its support for LHA's to impose a no-smoking policy.

Adjourn: A motion to adjourn the April 8, 2014 Regular Session and move to Executive Session for the purpose of discussing matters related to the purchase of real property and not to return to Open Session was made by S. Cline, seconded by K. Kang, and unanimously approved, because to hold discussion in Open Session might compromise the negotiating position of the Housing Authority. The time was 8:54 p.m.

Yes: Sherrill Cline
Yes: Judith Deutsch
Yes: Steven Swanger

Minutes prepared by S. Cusolito
Executive Director