

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

August 21, 2014

The SHA met in open session at 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Chair: L. Pastuszek; Vice Chair: S. Swanger; Treasurer: K. Kang; Member: Sherrill Cline; Member: J. Deutsch; Executive Director: S. Cusolito. Guest: Brian Kilroy, Dakin Road (7:30 p.m. through Agenda Item 7)

1. MINUTES: A motion to approve the minutes of the June 9, 2014 Special Session as amended was made by S. Cline, seconded by S. Swanger, and approved. L. Pastuszek abstained.

A motion to approve the minutes of the June 10, 2014 Regular Session was made by S. Swanger, seconded by K. Kang, and approved. J. Deutsch and L. Pastuszek abstained.

2. CHECK APPROVALS: A motion to approve the checks written in June and July 2014 was made by S. Cline, seconded by S. Swanger, and unanimously approved. K. Kang requested a report by expenditure category be included.

NEW BUSINESS:

3. Annual Certifications: A motion was made by J. Deutsch, seconded by S. Cline, and unanimously approved to accept and sign the FY14 Year-End Financial Statements Certification.

A motion was made by J. Deutsch, seconded by S. Swanger, and unanimously approved to accept and sign the Schedule of Positions & Compensation Certification.

4. FY15 Budget and Formula Funding Approvals: S. Cusolito reported that notice of approval of both, as submitted, were received in July.

5. CPA Contract: S. Cusolito asked the Board to approve a contract with the accounting firm of Milne, Shaw & Robillard; however, the updated contract was received on short notice and some Members recommended a further review. S. Cusolito will follow up with J. Milne regarding costs.

6. CFA Amendment: A motion was made by S. Cline, seconded by S. Swanger, and unanimously approved to accept Amendment #4 to the Contract for Financial Assistance (CFA) between the Sudbury Housing Authority and the Commonwealth of Massachusetts for Work Plan 5001, Project 288020, FY16/FY17 Formula Funding Award and Project 288033, Health and Safety Award in the amounts of \$134,084 and \$7,975 respectively, and to authorize Lydia Pastuszek, Chairperson of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

7. ED Contract: A motion was made by J. Deutsch, seconded by S. Swanger, and approved to accept and sign the contract of employment between the Sudbury Housing Authority and Sheila M. Cusolito, Executive Director as amended. K. Kang abstained.

8. CPA Project: S. Cusolito reported that the \$200K in CPA funds approved at ATM 2014 will be augmented with \$98,690 in Formula Funding. A draft Work Order is under review.

9. Inventory Assessment: S. Cusolito reported that this state-mandated assessment is scheduled for September 18 and will involve a full-day commitment for both her and one of the two maintenance men.

10. Rent Write-Offs: A motion was made by S. Swanger, seconded by K. Kang, and unanimously approved to write off \$1,984 in delinquent rent generated by two tenants (\$419, 667 Unit 2D; \$1,565, 2 Beechwood Ave) who vacated without notice.

11. Open Meeting Law/Conflict of Interest: The Board discussed the need to complete the State Ethics Commission's Conflict of Interest training every two years. Also discussed were various aspects of the Open Meeting Law.

12. Wait List Initiative: S. Cusolito reported volunteering to be part of the development group for the state's centralized wait list initiative. The initial time-frame had data entry from each LHA's wait list occurring by the end of August, with a "go live" date of November 1. At this time, the database is not ready to be populated and adjusted timelines have not been announced. The SHA will have to hand-enter its data because the wait list is paper-based.

13. Liaison Reports: Housing Trust: L. Pastuszek reported that Transformation, a zero energy company, was awarded the contract for the Maynard Road development. A neighborhood meeting was held last week and the ZBA meeting is scheduled for September 8. The goal is to qualify all three units for the SHI. The Housing Trust donated the land and provided other financial assistance totaling close to \$800K.

A buyer for the Pratts Mill Road property has been identified. The closing is imminent.

Acton Housing Authority Executive Director and Sudbury resident Kelly Cronin was recently appointed to the Housing Trust.

Melone Property: A motion was made by L. Pastuszek, seconded by S. Cline, and unanimously approved to designated S. Swanger as the SHA's representative to the Melone Gravel Pit Advisory Committee. S. Cusolito will convey the Board's decision to Town Planner J. Kablack, emphasizing the interest in having representation from the SHA, given its expertise in affordable rental housing.

UNFINISHED BUSINESS

14. State Audit: S. Cusolito reported that the audit is ongoing and that there has been some difficulty in obtaining definitive and consistent information from the DHCD with respect to interpretation of regulations.

15. SPD Driveway Closeout: S. Cusolito shared a letter from PBC Co-Chair Mike Melnick, detailing the Town's decision *not* to pursue its proposed offer to build a secondary access drive for the Village. Cost was noted as the rationale.

16. Policies: S. Cusolito alerted the Board to a need to strengthen the SHA's occupancy policy to outline the types of businesses that can be operated on its properties. It has come to the attention of staff that a New Duplex tenant is advertising to care for children in her SHA-owned home, including using a swimming pool. The SHA cannot permit such a business and would be required to report it if it is unlicensed. S. Cusolito will follow up in writing with the tenant.

17. New Member Outreach: The Board continued discussions of possible Members and timelines and will continue with its outreach. The idea of Associate (non-voting) Members was discussed.

DIRECTOR'S REPORT:

Vacancies: Two 667 vacancies are expected to occur in early September due to the death of one resident and to another agreeing to vacate because of a Lease violation. The New Duplex unit at 4 Landham Road remains vacant.

Evictions: No actions.

Maintenance: Maintenance from inspections and routine work orders is being addressed. The Board agreed that G. Beharrell, whose hours recently increased to make him benefit-eligible, should receive vacation compensation without a probationary period because he has already exceeded the six-month probationary requirement.

Adjourn: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously approved to adjourn the August 21, 2014 Regular Session to Executive Session for the purpose of discussing potential litigation, as discussion in Open Meeting may have a detrimental effect on the position of the Board of Commissioners, not to return to Open Session. The time was 9:10 p.m.

Yes: Sherrill Cline

Yes: Judith Deutsch

Yes: Kaffee Kang

Yes: Lydia Pastuszek

Yes: Steven Swanger

Minutes prepared by S. Cusolito
Executive Director