

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

January 14, 2014

The SHA met in open session at 55 Hudson Road, Sudbury, at 6:00 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.

S. Cusolito opened the meeting by welcoming the tenants in attendance and outlining the agenda. As CPA Howard Gordon was running late for the Budget presentation, routine business was covered first.

1. MINUTES: A motion to approve the minutes of December 10, 2013 was made by S. Cline, seconded by S. Swanger, and unanimously approved.

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

NEW BUSINESS:

3. 2014 MEETING SCHEDULE: A motion to approve the 2014 meeting schedule was made by K. Kang, seconded by S. Swanger, and unanimously approved.

Board Vacancies/Town Election/Town Warrant: S. Cusolito introduced the Members of the Board of Commissioners to the tenants. Board Member S. Cline announced that she will run for re-election. Town Meeting Warrant articles related to requests to the CPC will be filed by the CPC.

DIRECTOR'S REPORT:

Vacancies: There was one vacancy during the period December 11, 2013–January 14, 2014. No notice was given. The 705 unit (56 Fairbank Rd) will require significant rehab. The DHCD Construction Advisor Bob Watt reviewed this property, as well as 47 Old Meadow Road, on January 10. He provided verbal approval of the work and the work plans.

Evictions: None.

Maintenance: Maintenance staff was approved by the DHCD Project Manager Ali Makki to work additional regular hours on the two 705 unit rehabs, at least one of which will be covered by FY14 Formula Funding.

A pipe burst at 6 Landham was thought to be due in part to insufficient insulation. This will be added to the agenda for the home warranty work by ECGI, due to occur in this month.

Maintenance work resulting from inspections and routine work orders is being addressed.

BUDGET OVERVIEW:

The SHA fee accountant Howard Gordon provided an overview of the budget. He explained that the SHA is a 'retained' vs. a 'subsidized' housing authority because our operating expenses are covered by our revenue. Mr. Gordon indicated that 50% of his clients are in each category. Utilizing the budget from FY13–FY14, Mr. Gordon explained the ANUEL, which is set at a 9% increase for the upcoming year. He suggested that the SHA might qualify for an operating subsidy with this relatively high ANUEL, but also stated that a lower % increase could be utilized. Finally Mr. Gordon provided historical data on the SHA's spending of reserves since 2009. The reserves are utilized for non-routine expenses and would not be covered by a subsidy if the SHA were a subsidized agency. At the start of FY09, reserves stood at \$414,021. Non-routine expenditures were as follows: \$27,804 (FY10); \$22,710 (FY11); \$50,952 (FY12); \$47,881 (FY13). The reserve total of \$264,674 is still over the maximum of \$220,000 set by the DHCD for the SHA. Mr. Gordon was asked if he is concerned at this rate of spending. He responded that it is still over the maximum; however, he would like to see the expenditures reduced a bit.

Recess: A motion to adjourn for a recess was made by S. Swanger, seconded by K. Kang, and unanimously approved. The time was 7:15 p.m.

J. Deutsch reconvened the Regular Session at 7:45 p.m.

POLICE STATION PROPOSAL UPDATE:

M. Melnick, Co-Chair of the Permanent Building Committee, introduced members of the PBC and the Owner's Project Manager for the Police Station proposal. He provided a brief history of the efforts to replace the current police station. After two defeats at the ballot, last spring, design funds were approved at both Town Meeting and the ballot. The PBC hopes to bring the proposal to ATM 2014.

The only design change from last spring, when the PBC met with Musketahquid Village residents and the SHA Board and staff, was to the orientation of the building. At last year's meeting, tenants requested a diagram that illustrated the relative positions of the proposed building and Musketahquid Village. Tenant D. Gannon expressed frustration that such a diagram was not provided. Several tenants expressed concern about the shared portion of the driveway. Factors such as speed and resident safety; whether the drive to the police parking lot would be gated or chained; and police station visitor confusion that would increase traffic into the Village were mentioned. PBC Member C. Blake stated that the police drive would only be used for emergency exits when the primary exit is blocked. He stated that he does not believe there will be any confusion from visitors mistakenly using this shared drive for police matters. M. Melnick stated that a second egress must be supplied for the police station and that the Chief of Police would guarantee that the drive would only be used by police for emergency exits.

Tenant P. Nutile asked if there will be a traffic light at Hudson Road or access to Peakham Road. C. Blake responded that these were not planned. She asked if the proposed sidewalk would be lighted. M. Melnick confirmed the sidewalk would be lighted. Chairperson J. Deutsch remarked that the curve in the drive would be removed. Tenant L. Dixon asked about the setback of the sidewalk from the stone wall. The setback will be 5', with a 4' asphalt sidewalk and 3' between the road and the sidewalk. The distance between the edge of the driveway and the property line is 12'. Tenant M. Meixsell asked why a screen or gate cannot be employed and if there would be something in writing regarding the shared drive. He also asked what accommodations will be provided during construction. Mr. Meixsell also expressed interest in knowing what the deed says about the right of way. M. Melnick responded that the width of 40' from property line to property line is retained. Tenant M. Stern expressed concern for elderly drivers, as well as the possibility that traffic that mistakenly enters the drive to go to the police station cannot turn around unless it comes into the Village.

Commissioner K. Kang asked about construction-related accommodations and preparation and emphasized the need to have written into the contract continuous access to the Village during construction. Owner's Project Manager N. Joyce stated that the contractor will be required by insurance to use permanent fencing and that work on the driveway would occur in approximately 14 months.

Police Chief Scott Nix arrived to participate at 8:35 p.m. Chief Nix stated that shift changes occur at 11:30 p.m., 7:30 a.m., and 3:30 p.m. and that otherwise, there would not be much 'in and out'. He stated that he is unwilling to make a written commitment that the shared driveway will only be used for emergency exits. He offered that he would give his word, and that he will make it a policy. Several tenants, including M. Stern and M. Meixsell expressed that this is 'not good enough'. Chief Nix also stated that, contrary to what C. Blake indicated earlier, the shared drive would be used routinely, not just when the primary drive is blocked. C. Blake stated the need to see how things operate and revisit if necessary. Chief Nix suggested that a flashing light to alert residents to emergency traffic might be an option; however, at this point it is not under consideration in order to keep costs down.

Commissioner L. Pastuszek asked if cameras would be utilized, which was confirmed. She also requested that some of the character of the existing drive be retained and that the police drive be made distinct. Chief Nix responded that he does not share the concern about entry/exit from the shared drive. Commissioner S. Swanger asked if speed bumps could be constructed. He also asked about the slope of the proposed straightened drive. Chief Nix stated that speed bumps create a problem for maintenance and that the drive will flatten at Hudson Road. Tenant L. Dixson requested that the sign for Musketahquid Village at Hudson Road include the word 'only'.

Executive Session: A motion to adjourn the January 14, 2014 Regular Session and move to Executive Session for the purpose of discussing matters related to the purchase and marketing of real property and not to return to Open Session was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved, because to hold discussion in Open Session might compromise the negotiating position of the Housing Authority. The time was 9:25 p.m.

Yes: Sherrill Cline
Yes: Judith Deutsch
Yes: Kaffee Kang
Yes: L. Pastuszek
Yes: Steven Swanger

Minutes prepared by S. Cusolito
Executive Director