

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

March 11, 2014

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

J. Deutsch opened the meeting by expressing her interest in reappointment as the Governor's delegate to the Board.

Some time was spent discussing the current volume of extraordinary work related to unit rehab of two significantly damaged units, a cluster of turnovers, and the recent home purchase, all of which overlay the current lack of staff capacity. S. Swanger reminded the Board of its commitment to execute a performance evaluation and suggested a schedule to do so within the next month.

1. MINUTES: A motion to approve the minutes of January 14, 2014 was made by S. Swanger, seconded by S. Cline, and unanimously approved.

A motion to approve the minutes of February 11, 2014 was made by S. Cline, seconded by S. Swanger, and unanimously approved

2. FINANCIAL REPORT/CHECKS: Check approval was tabled pending research into some apparent duplicate entries.

NEW BUSINESS:

3. FY15 Budget: A motion to approve the FY 2015 400-1 budget was made by S. Cline, seconded by S. Swanger, and unanimously approved.

FY16, FY17 Formula Funding: S. Cusolito reported that the SHA was awarded \$134,084, with half targeted for each year. A meeting with a DHCD subcontractor is scheduled for April 3. Tenant input was solicited.

HILAPP: After some discussion of the significant constraints on time and more immediate priorities, the Board elected to postpone submission of the HILAPP application. S. Cusolito will follow through with already scheduled consultations with a DHCD construction advisor and capital planning program developer.

A motion to postpone submission of the response to the HILAPP RFP was made by S. Cline, seconded by S. Swanger, and unanimously approved.

State Audit: S. Cusolito reported that the audit began on February 24, following a one-week notice. This is the first audit since 2008; although, the State schedule requires that housing authorities be audited every two years. The auditors welcomed the availability of recently retired executive director Jo-Ann Howe to answer questions, given that the audit period is April 2012 through December 2013.

Heat Pumps: S. Cusolito reported that the State selected the SHA to receive heat pump installations in 8-10 buildings at Musketahquid Village. She had asked to postpone until summer because of current work flow and staffing. Having postponed until summer means that the funding is not guaranteed.

Liaison Reports: S. Swanger reported requesting that the SHA be represented on the Melone property committee.

UNFINISHED BUSINESS

Willis Lake Regulatory Agreement

The DHCD and SHA came to an agreement on the language of the Regulatory Agreement. The DHCD approved commencing with marketing, with the lottery scheduled for April 11.

New Duplex Warranty

The SHA is awaiting word from the contractor to schedule the work.

DIRECTOR'S REPORT:

Vacancies: There were no new vacancies during the period February 12–March 11. The unit at 56 Fairbank was granted a waiver by the DHCD. The waiver was requested because the rehab might not be completed within the required 60 days. The waiver was approved through April 28; however, it is expected that the unit will be ready well before then. The target for completion is March 21.

Evictions: None.

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

Adjourn: A motion to adjourn the March 11, 2014 Regular Session was made by S. Cline, seconded by S. Swanger, and unanimously approved. The time was 9:00 p.m.

Yes: Sherrill Cline

Yes: Judith Deutsch

Yes: Steven Swanger

Minutes prepared by S. Cusolito
Executive Director

