

## 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

May 13, 2014

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

**1. MINUTES:** A motion to approve the minutes of the March 11, 2014 Regular Session was made by Steve Swanger, seconded by S. Cline, and unanimously approved. A quorum was not present to vote the April 8, 2014 minutes.

**2. FINANCIAL REPORT/CHECKS:** A motion to approve the checks written in April 2014 was made by S. Cline, seconded by L. Pastuszek, and unanimously approved.

#### NEW BUSINESS:

**3. Budget Certification:** A motion to ratify the vote of March 11, 2014 approving the FY15 proposed 400-1 Operating Budget was made by S. Cline, seconded by S. Swanger, and unanimously approved.

**4. Town Meeting Results:** S. Cusolito noted that both SHA Articles were voted *unanimously*. All praised K. Kang for her presentation of the tub surround project.

Following the close of Town Meeting, S. Cusolito received a call from SPD Chief Scott Nix, proposing to have the DPW construct an access road from Colonial Drive for tenant use during construction of the new police station. No further details were provided. Chief Nix requested a pre-Board meeting with S. Cusolito and Town representatives, in hopes of having Town representatives present at the May 13 Regular Session. With such short notice, it was not possible to arrange for either presentation. The Board discussed concerns associated with the access drive, including a commitment to retaining the Hudson Road drive as the primary entrance; the necessity of providing paving, lighting, and guardrails to meet standard roadway specifications to utilize the second access as a true secondary, permanent access; an understanding of maintenance responsibilities, the phrase 'temporary', as well as of the proposed timecourse and duration of use; the specification that the Town will be responsible for informing and abutters and making provisions for abutter concerns to be addressed; and a desire to minimize tree cuts. The Board also expressed interest in preserving its previously investigated option to construct housing on a portion of the land in question. S. Swanger offered to provide an outline of Board concerns and criteria to S. Cusolito. Both K. Kang and S. Swanger expressed willingness and interest in attending any scheduled meetings related to the proposed access road.

**5. Investment Accounts/Bank Transition:** S. Cusolito reported that a \$200K Certificate of Deposit is coming to term and will research rates prior to the term's end. Auditors recommend having only one additional signer on investment accounts. S. Cline will serve in this capacity. S. Cusolito reported that some accounts will be consolidated/closed as a result of the close-out of New Duplex development.

**6. Travel Policy:** A motion to amend the SHA Travel Reimbursement Policy was made by S. Cline, seconded by L. Pastuszek, and unanimously approved.

**7. Tenants' Association Washer/Dryer Receivables Policy:** A motion to amend the Tenants' Association Washer/Dryer Receivables Policy was made by S. Cline, seconded by S. Swanger, and unanimously approved.

**8. Tenant Swimming Pool, Swing Set/Gym Set, and Trampoline Policy:** S. Cusolito recommended amending this policy to coincide with the DHCD Public Housing Notice 2003-04, which would reverse the decision of the SHA to allow swing sets, pursuant to providing proof of liability insurance that names the SHA as an additionally insured party. The rationale for the amendment is that it is not possible for the SHA to be so named as an additionally insured party. The Board declined to make the motion.

**9. Legal Fees Credit:** S. Cusolito reported receiving an adjustment on legal fees of more than \$2K, relating to two eviction actions undertaken last summer.

**10. Accounting Services:** S. Cusolito reported that the contract with Howard Gordon, CPA was terminated. Interviews with highly recommended firms have been scheduled.

**11. Board Member Training:** S. Cusolito recommended the Training Manual be reviewed by Commissioners, stating that it is a well written primer.

**12. Liaison Reports:** Housing Trust: L. Pastuszek reported that two responses to the Maynard Road RFP were received, one of which was from Habitat for Humanity. The proposal outlines the construction of three units. She also stated that another lottery will be held for affordable homeownership. L. Pastuszek also presented at an April 7 housing conference held at Clark University. She presented from the perspective of the town and reported consistent challenges among communities in creating affordable housing. Commissioners also discussed options for new additions to the Board.

Melone Property: S. Swanger reported that J. Howe agreed to serve on the committee for this property.

### **UNFINISHED BUSINESS**

**13. State Appointee:** S. Cusolito received a letter in support of J. Deutsch. She will forward this and her own recommendation to the DHCD.

**14. Willis Lake Update:** S. Cusolito reported that a lease signing is anticipated for June 1..

**15. State Audit:** J. Howe was officially appointed as the audit liaison; however, this arrangement is meeting with limited success.

**16. New Duplex Warranty Work:** There has been no response to date regarding the insufficient insulation. Additional reports of walls cracking have come in.

### **DIRECTOR'S REPORT:**

**Vacancies:** Two 667 vacancies that occurred in April were successfully filled within the required time limit. A tenant for a third vacancy resulting from an internal transfer is currently being qualified.

**Evictions:** None.

**Maintenance:** Maintenance from inspections and routine work orders is being addressed. S. Cusolito reported an interest by 667 tenants in better understanding the capital budget and improvement process.

**Adjourn:** A motion to adjourn the May 13, 2014 Regular Session was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved. The time was 9:25 p.m.

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

Minutes prepared by S. Cusolito  
Executive Director

*SMC*

