

# SUDBURY HOUSING AUTHORITY

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## MINUTES OF THE REGULAR MEETING

June 10, 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; Member: Kaffee Kang; Executive Director: Sheila Cusolito.

**1. MINUTES:** A motion to approve the minutes of the April 8, 2014 Regular Session was made by K. Kang, seconded by S. Cline, and approved. L. Pastuszek and S. Swanger abstained.

A motion to approve the minutes of the April 10, 2014 Special Session was made by S. Swanger, seconded by K. Kang, and unanimously approved.

A motion to approve the minutes of the May 13, 2014 Regular Session was made by S. Swanger, seconded by L. Pastuszek, and approved. K. Kang abstained.

**2. CHECK APPROVALS:** A motion to approve the checks written in May 2014 was made by S. Cline, seconded by S. Swanger, and unanimously approved.

### NEW BUSINESS:

**3. Election of Officers:** A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved to elect new officers according to the established rotation schedule:

Chairperson: L. Pastuszek  
Vice Chairperson: S. Swanger  
Treasurer: K. Kang  
Assistant Treasurer: S. Cline  
Member: J. Deutsch

**4. Town-Proposed Access Drive:** S. Cusolito reported that PBC Co-Chair Mike Melnick phoned to let the SHA know that the Town will not pursue building a secondary access drive for Village residents to use during construction of the police station. Mr. Melnick reported that the costs for a paved and lighted driveway were too high.

**5. Consultant:** S. Cusolito reported that J. Howe will be paid not more than \$5,980 for her work with the auditors and miscellaneous administrative projects.

**6. Liaison Reports:** Housing Trust: L. Pastuszek reported on the purchase of a single-family home on Pratts Mill Road, currently undergoing inspection and prospective buyer viewing. The home came on the market May 31. Two responses to the Maynard Road RFP were received: one from Habitat for Humanity and the second from Transformations. A bidders' meeting is scheduled for this week. .

## **UNFINISHED BUSINESS**

**7. Investment Accounts/Bank Transition:** A motion to approve J. Kilroy as a signer on the Willis Lake security deposit account was made by J. Deutsch, seconded by S. Swanger, and unanimously approved.

**8. Willis Lake Access:** The Lease was signed on June 1. The tenant requested access to the locked portion of the basement to use as living space. The Board agreed by consensus with the Subcommittee's original recommendation to prevent such use.

**9. Accounting Services:** S. Cusolito reported that two highly recommended fee accountants declined to work with the SHA, in large part because of the complexity and volume of lender reporting requirements for the New Duplexes. Both also cited having increased their client load due to retirements. An interview with a third accountant is scheduled for June 11.

**10. State Audit:** Auditors have requested guidance from the DHCD on accounting for assets in rent determinations. Little or conflicting information has been provided.

**11. New Duplex Warranty Work:** S. Cusolito reported on the meeting scheduled for June 17. Those present will include architect Carol Burns, Owner's Project Manager Dan DePalma, and ECG representative Jay Bachand. The focus will be on the burst pipe at 6 Landham, but also on the cracks observed in the walls of some units.

## **DIRECTOR'S REPORT:**

**Vacancies:** One vacancy at the Village was filled on schedule in mid-May.

**Evictions:** No actions.

**Maintenance:** Maintenance from inspections and routine work orders is being addressed. S. Cusolito reported that several tenants have praised the plantings around the Village. Maintenance man Geoff Beharrell arranged for donations of annuals and perennials from the Maynard Community Gardeners.

**12. ED Performance Follow-up:** S. Swanger and S. Cusolito have met regularly. The Board agreed on the value of identifying directors of similarly sized housing authorities to utilize as mentors. S. Cusolito noted that all of Sudbury's surrounding communities have larger authorities with greater staff capacity, but that she routinely makes use of still-developing connections. She reported that maintenance staffing is adequate and that the administrative assistant is making some progress. Time management/competing priorities continue to be challenges.

**Adjourn:** A motion to adjourn the June 10, 2014 Regular Session was made by S. Swanger, seconded by J. Deutsch, and unanimously approved. The time was 9:00 p.m.

Yes: Sherrill Cline

Yes: Judith Deutsch

Yes: Kaffee Kang

Yes: Lydia Pastuszek

Yes: Steven Swanger

Minutes prepared by S. Cusolito  
Executive Director