

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

September 9, 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

1. MINUTES: A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved to approve the minutes of the August 21, 2014 Regular Session as amended.

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

A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously approved to approve the closure of the Redevelopment account ending 0486 and move remaining funds to account ending 6618 to serve as a revolving account.

A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously approved to approve the closure of the Duplex account ending 3390 and move remaining funds to account ending 9232.

NEW BUSINESS:

3. CPA Funding Round: S. Cusolito reported on recently uncovered water damage to the exterior sheathing of the Village buildings, the result of poor construction. The Board agreed by consensus not to rule out submitting a funding proposal and to continue the discussion at its October 2014 Regular Session.

4. Capital Improvements: S. Cusolito reported that the HILAPP and Health & Safety RFP's are pending and that HILAPP is expected to change to a rolling submission. A second quote is anticipated for the concrete patio behind the Community Building.

5. ADA Set-Aside/Compliance Reserve: S. Cusolito reported on preliminary discussions with the DHCD on funding the conversion of a tub to a roll-in shower in an otherwise accessible unit. Such a conversion requires a request by a tenant/applicant for a reasonable accommodation.

6. Wait List Closure Extension: A motion was made by S. Cline, seconded by S. Swanger, and unanimously approved to extend the current 667 wait list closure by six months. Approval by the DHCD to extend the closure by one year is in the signature phase.

7. CHAPA Meeting: Because of the possibility of police station construction work, the SHA declined to host a CHAPA meeting on September 29. The meeting will be held at the Goodnow Library.

8. Heat Pump Project: S. Cusolito reported that the DHCD awarded \$22,000 to install two additional heat pumps and two monitors. A motion was made by K. Kang, seconded by S. Swanger and unanimously approved to accept \$22,000 in additional funds for FISH #288032, Heat Pump Demonstration Pilot for the installation of two additional heat pumps and monitors.

9. Liaison Reports: S. Swanger reported that he applied to represent the SHA on the Melone Gravel Pit Advisory Committee. S. Cusolito had submitted a recommendation to appoint Mr. Swanger to this committee.

UNFINISHED BUSINESS

10. CPA Accounting Contract: A motion was made by S. Cline, seconded by K. Kang, and unanimously approved to retain Jenna Milne, of Milne, Shaw & Robillard, P.C. as fee accountant, and approve the fee structure as presented, pending a cross reference between the services provided and the engagement letter.

11. State Audit: S. Cusolito reported that the audit concluded on September 5. The close-out meeting is scheduled for September 12. S. Swanger, J. Howe, and S. Cusolito will attend.

12. 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 staff. The assessment was rescheduled two times by the state.

13. Contact Info: L. Pastuszek requested Members to send her their contact information to compile and circulate.

14. New Member Outreach: L. Pastuszek expects to have a better idea in January regarding her ability to continue with her term. S. Swanger spoke with Cynthia Howe, who expressed interest in joining the Board. S. Cline noted that Ms. Howe possesses a similar skill set to Ms. Pastuszek. L. Pastuszek will continue with a preliminary discussion she's had with John Drobinski, who also expressed interest.

DIRECTOR'S REPORT:

Vacancies: A total of four 667 vacancies are expected in September. Efforts are underway to update the 667 and 705 wait lists in anticipation of shifting to a centralized wait list. The shift has been delayed. The unit at 4 Landham remains vacant.

Evictions: No actions.

Maintenance: Routine maintenance is being attended to. Inspections at Musketahquid Village are nearly complete, with 705 inspections slated to occur in November.

Administrative Assistant: Thirty-five applications were received that are undergoing preliminary screening.

Adjourn: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously approved to adjourn the September 9, 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 9:15 p.m.

Yes: Sherrill Cline

Yes: Judith Deutsch

Yes: Kaffee Kang

Yes: Lydia Pastuszek

Yes: Steven Swanger