

# SUDBURY HOUSING AUTHORITY

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## MINUTES OF THE REGULAR MEETING

October 14, 2014

The SHA met in open session at 55 Hudson Road, Sudbury, at 6:00 p.m. Those present were: Chair: L. Pastuszek; Vice Chair: S. Swanger; Member: Sherrill Cline; Member: J. Deutsch; Executive Director: S. Cusolito

**1. MINUTES:** A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved to approve the minutes of the September 9, 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 September 2014.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved to approve the FY15 Q1 Financial Reports, as prepared by accountant Jenna Milne.

S. Cline asked about possibilities for investing SHA operating funds, given the low yields of the current portfolio. S. Cusolito will research options.

### NEW BUSINESS

**3. CFA Amendment, Heat Pump Pilot Expansion:** A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously approved to ratify the September 9, 2014 vote to accept Amendment #1 to the Contract for Financial Assistance (CFA) between the Sudbury Housing Authority and the Commonwealth of Massachusetts for Work Plan 1008, Project 288032, Heat Pump Demonstration Pilot, in the amount of \$22,000, and to authorize Lydia Pastuszek, Chairperson of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

**4. Police Station Construction:** S. Cusolito reported on the imminent start of tree removal and the landscaping plan, which was provided by Facilities Director Jim Kelly.

### **5. Housing Authority Legislation**

**6. Guest Jennifer Raitt, Metropolitan Area Planning Council:** Through the efforts of the Littleton Town Manager, the MAPC was engaged to solicit ideas from interested town and housing authority leaders on opportunities for collaboration. MAPC Chief Housing Planner and Assistant Director of Land Use Planning Jennifer Raitt is facilitating the discussions, which began last Spring. In addition to Littleton, participating towns include Acton, Hudson, Stow, Maynard, Groton, and Westford. The SHA was first contacted in late September, with a request to meet with Commissioners. The recently voted housing authority legislation provided a backdrop for the discussion. Although the Town of Sudbury has not expressed interest in participating, representatives for the SHA plan to attend a joint meeting in Littleton on October 30. The focus will be to identify areas for collaboration and the associated cost savings.

S. Cusolito and Commissioners provided an overview of the relationship between the SHA and the Town, as well as some areas for possible collaboration with either the Town or other housing authorities.

**7. Health & Safety, HILAPP:** S. Cusolito reported on the submission of two Health & Safety proposals, one for the repair of the concrete patio behind the Community Building and one for tree removal at both the

Village and several 705 properties. Costs for the patio will exceed the SHA's limit of \$8K; however, some funds were set aside in the FY15 budget for this repair. This is likely to be the final round of Health & Safety funding.

The HILAPP RFP was just published. Applications will now be accepted on a rolling basis.

**8. NAHRO Fall Conference:** S. Cusolito will attend the conference on November 17 and 18 in Plymouth.

**Contract Votes:** A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved, to ratify the selection of Carpet Carousel to install carpeting and base in the Musketahquid Village Community Building, FISH #299030, at a cost of \$7,111.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved, to ratify the selection of Gray Company to perform the installations of heat pumps, and Giombetti Electric to perform the installations of monitors, for FISH #288032, Heat Pump Demonstration Pilot, at a cost of \$13,600 and \$2,700 respectively.

A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved to approve an administrative fee payable to S. Cusolito in the amount of \$711.10 for FISH #288030, Community Building Carpet.

A motion was made by L. Pastuszek, seconded by S. Cline, and unanimously approved to approve an administrative fee payable to S. Cusolito in the amount of \$2,094.23 for FISH #288035, 47 Old Meadow Unit Rehab.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved to approve an administrative fee payable to S. Cusolito in the amount of \$1,515.74 for FISH #288036, 56 Fairbank Circle Unit Rehab.

**9. Liaison Reports:** Housing Trust: L. Pastuszek reported that at its meeting this evening, the Board of Selectmen will formalize the sale of the Maynard Road property to Transformations. Acton Housing Authority Executive Director and Sudbury Resident Kelley Cronin was approved by the Selectmen for appointment to the Trust Board.

Community Preservation Committee: S. Cline reported that the CPC received a large number of requests for funding this year.

The Board opined that it was not appropriate for SHA tenants to apply for funding through the Housing Trust Small Grants Program, despite word from Assistant Town Planner Jim Kupfer that our households qualify. The Board felt strongly that the SHA should assess, fund, and oversee all maintenance on its properties. S. Cusolito will convey the Board's opinion to the interested tenant.

## **UNFINISHED BUSINESS**

**10. CPA Accounting Contract:** S. Cusolito reported that the contract between the SHA and Jenna Milne, of Milne, Shaw & Robillard, P.C., was executed on September 16.

**11. CPA Funding Round:** S. Cline reiterated her opinion that the SHA wait to apply for funds until previously awarded funds are spent. The Board concurred.

**12. Capital Improvements/Inventory Assessment:** S. Cusolito reported receiving the report for review and requested an extension on the two-week review window.

## **DIRECTOR'S REPORT:**

S. Cusolito reported attending a half-day conference on hoarding, sponsored by the Middlesex DA's office and a full-day conference on employee relations, sponsored by NERC NAHRO.

**Vacancies:** Six 667 vacancies occurred in September and one notice to vacate in early October was received. Five of the six units are now occupied; the sixth is an accessible unit that will remain vacant in anticipation of converting the tub to a roll-in shower.

No vacancies in our 705 units have occurred.

A lease for 4 Landham Road became effective October 1.

**Evictions:** No actions.

**X.18. Maintenance:** Maintenance has been trained in the use of the on-line work order system. Routine work orders, as well as those from 667 unit inspections, are underway.

**Adjourn:** A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously approved to adjourn the October 14, 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 8:35 p.m.

Yes: Sherrill Cline

Yes: Judith Deutsch

Yes: Lydia Pastuszek

Yes: Steven Swanger

Minutes prepared by S. Cusolito  
Executive Director