

# SUDBURY HOUSING AUTHORITY

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## MINUTES OF THE REGULAR MEETING

November 10, 2014

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

**1. Minutes:** A motion was made by J. Deutsch, seconded by S. Cline, and unanimously approved, to approve the minutes of October 14, 2014 Regular Session.

A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously approved, to approve the minutes of the April 10, 2014 Special Session as amended.

**2. Checks Approval:** A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved, to approve checks written in October 2014.

### **NEW BUSINESS**

**3. Rent Write-Offs:** A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved, to write off \$1,316 in delinquent rent generated by a 667 tenant (Apartment 3D), who vacated without notice in October 2013.

**4. Policy Updates:** A motion was made by L. Pastuszek, seconded by S. Cline, and unanimously approved, to delay donations of pet deposit interest until the balance reaches at least \$10.

A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously approved, to approve the Tenants' Association Washer Dryer Receivables Policy as amended.

**5. Administrative Fee:** A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved, to approve an administrative fee payable to S. Cusolito in the amount of \$573.00 for FISH #288028, Deck Floor Rehab, Phase II.

**6. DeMelo Plumbing, Heating & Air Conditioning Maintenance Agreement:** A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved, to enter into an agreement for gas boiler and furnace maintenance with DeMelo Plumbing, Heating & Air Conditioning.

### **7. Liaison Reports**

Housing Trust: L. Pastuszek reported that the Board of Selectmen approved the Maynard Road land transfer to Transformation. A development agreement was signed today, awaiting MassHousing approval. Groundbreaking will occur in the spring.

CPC: S. Cline reported that the Board of Selectmen will determine next week whether to support the purchase of the Johnson property from the developer. Voters would then be asked to approve a \$1.9M debt override at a December Special Town Meeting and Special Election, as well as a request for \$1M in CPA funding. The latter request is one of several requests competing for CPC approval this year. S. Cline noted some conflict in her dual roles as the SHA's liaison to the CPC and her role as president of Sudbury Valley Trustees; although, she noted that even if developed, there would be a significant portion of the land left untouched. She will follow up by circulating a list of the proposals submitted to the CPC.

## **UNFINISHED BUSINESS**

**8. CPC Bathroom Project:** S. Cusolito provided an update on this Work Order. The project costs dictate use of a designer selection process. The fees proposed by the selected architect are close to \$34K, approximately \$10K over that anticipated. The bulk of the fee is associated with a plumbing assessment. Moreover, the architect anticipates costs per unit for the tub surrounds significantly higher than proposed. The SHA planned to augment the \$200K in CPC funds with just under \$100K in Formula Funding, in hopes of installing new bathroom sinks and fans. The required fees and set-asides will prohibit completing all bathrooms. The Board discussed the option to make complete modifications on some bathrooms versus focusing on tub surrounds in most bathrooms, with an inclination toward the former approach. S. Cusolito noted that in early 2015, she will probably ask the Board to approve a request for funds through HILAPP.

**9. Investment Opportunities:** S. Cusolito circulated DHCD Accounting Manual information that outlines allowable investment options. Approved investments include US T-Bills, Certificates, Notes, and Bonds; CD's; and savings and money market accounts. The SHA holds reserves in a CD, as well as an account with MMDT. The Board agreed by consensus that no change is warranted at this time.

**10. MAPC Meeting:** S. Cusolito circulated the draft notes from the October 10 MAPC meeting. Incorporated comments will be sent to J. Raitt. S. Cusolito indicated an interest in continuing involvement in MAPC-led discussions on Town/LHA and LHA/LHA collaborations, having attended a joint meeting on October 30. She provided examples of new or existing partnerships. Staff capacity makes it difficult for the SHA to partner with surrounding LHA's. To date, the Town of Sudbury has not participated in the MAPC joint meetings. The Board agreed to invite Board of Selectmen Chairperson L. O'Brien to its January meeting and formulate topics for discussion in December.

**11. Police Station Construction:** S. Cusolito reported on the status of the work on the driveway. She also reported on preliminary discussions with Combined Facilities Director Jim Kelly in which he indicated that billing for the driveway lighting electricity usage would revert from the Town to the SHA. S. Cusolito will follow up in light of documentation dating from 1976 that specifies that the Town will cover the lighting utility costs and the SHA will cover the costs for the lighting and its maintenance.

**12. ADA Shower Conversion:** S. Cusolito reported that because of the level of its reserves, the SHA does not qualify for Compliance Reserve funds to cover the balance of costs associated with this conversion. The SHA will qualify to utilize approximately \$1,300 that represents its ADA set-aside. A proposal has been circulated in hopes of obtaining quotes under \$10K, recognizing that the costs could come in higher. The SHA is acting in response to a Request for Reasonable Accommodation. The unit has been left vacant and a vacancy waiver has been requested from the DHCD, in order to accommodate the protracted timeline of this conversion.

A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously approved, to utilize SHA reserve funds to cover the balance of costs associated with the Unit 1A shower conversion.

**13. Heat Pump Pilot Expansion:** S. Cusolito reported that she has not received the bid packet for this, expected from the DHCD in the early fall. She plans to follow up with the DHCD at the NAHRO conference next week.

**14. Wait List Closure/Initiative:** S. Cusolito reported receiving verbal approval to extend the 667 wait list closure by one year, retroactive to October 1, 2014. A routine waiting list update, which is required every two years, is nearly complete. Although both the 667 and 705 lists were significantly trimmed due to non-response, it is expected that the updated list will suffice until the centralized wait list goes live next spring.

## **DIRECTOR'S REPORT**

S. Cusolito will attend the NAHRO conference on November 17 and 18 in Plymouth. S. Cline is considering attending for the day on November 17.

S. Cusolito reported that the annual 705 recertifications were completed, effective November 1.

**Vacancies:** One 667 vacancy occurred in October. A local over 60 minority applicant is in the final screening stages.

**Evictions:** Two 14-Day Notices to Quit were issued, both to 667 tenants for non-payment of rent. We expect one case to resolve without eviction; the other will probably result in a move to evict.

**Maintenance:** Routine work orders, as well as those from 667 unit inspections, are underway. Billerica House of Correction inmates completed one of two scheduled weeks of groundskeeping at the Village. An 18 hr/wk maintenance position has been advertised and we are seeking additional support for snow removal.

**Administrative:** S. Cusolito is considering a job-share arrangement for the administrative assistant position, with interviews scheduled for this week.

**Adjourn:** A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved to adjourn the November 10, 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 litigating position of the Sudbury Housing Authority, not to return to Open Session. The time was 9:30 p.m.

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

Minutes prepared by S. Cusolito  
Executive Director