

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

December 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 J. Deutsch, seconded by S. Cline, and approved, to approve the minutes of the November 10, 2014 Regular Session as amended. S. Swanger and K. Kang abstained.

2. Checks Approval: A motion was made by S. Swanger, seconded by K. Kang, and unanimously approved, to approve checks written in November 2014.

NEW BUSINESS

3. Rent Write-Offs: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously approved, to write off \$2,031 (\$729 current rent and fees and \$1,302 back rent) in delinquent rent generated by a 705 tenant (47 Old Meadow Road), evicted in December 2013.

4. Policy Updates: A motion was made by J. Deutsch, seconded by K. Kang, and unanimously approved, to increase the dollar limit on bids/quotes requiring Board approval to those over \$5,000.

5. CFA Amendment: A motion was made by S. Swanger, seconded by K. Kang, and unanimously approved, to accept Amendment #5 to the Contract for Financial Assistance (CFA) between the Sudbury Housing Authority and the Commonwealth of Massachusetts for Work Plan 5001, Project 288040, FY15 Health and Safety Initiative, in the amount of \$36,985, and to authorize Lydia Pastuszek, Chairperson of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

S. Cusolito reported that some tree removal has already been completed and that she plans to advertise for the patio project early in 2015.

6. Tree Removal: A motion was made by S. Cline, seconded by K. Kang, and unanimously approved, to accept the quote of \$2,800 from Dennis Tree Service for removal of trees surrounding 42 Fairbank Road in response to a Request for Reasonable Accommodation.

A contractor with a lower quote was not available to perform the work in timely fashion.

7. Emergency Repair: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved, to approve payment of \$11,875.62 to Michael Costello for emergency repair of water damage to the sheathing on the rear of Building 6.

8. Contract Award: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved, to ratify the contract award of \$5,730 to Rick Allen Construction for FISH #288028, Deck Floor Rehab, Phase II.

9. New Duplex Rent: A motion was made by J. Deutsch, seconded by K. Kang, and unanimously approved, to request an increase to \$1,530/month on each of the ten 2-bedroom units and \$1,906/month on the one 3-bedroom unit.

10. Audit Update: A copy of the draft report was received on November 26. Members provided some input for the SHA's response.

11. New Duplex FYE: S. Cusolito reported requesting a change in the FYE from December 31 to March 31, to align with the SHA's other programs. This effectively extends the current first full year of operation by three months.

12. Liaison Reports

Housing Trust: L. Pastuszek reported that the Trust met last week. Still pending is MassHousing approval of the development agreement for the Maynard Road property. Work is scheduled to commence in the Spring.

The Department of Revenue opined that Town bylaws might require amendment to cover the Trust's small grants program.

CPC: S. Cline reported that the vote on Johnson Farm is today. The CPC will review that and other proposals at its December 17 meeting.

UNFINISHED BUSINESS

13. CPA Bathroom Project: S. Cusolito reported some limited success with lowering the architect's fee for this project.

A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously defeated, to approve the architect's fee of \$31,370 for FISH #288039, Sudbury Bathroom Modernization.

After further discussion, Members still considered the lowered fee too high and asked S. Cusolito to retract approval to move forward. A suggested fee of no more than 10% was proposed with the scope further limited to the tub surrounds.

14. MAPC Final Meeting: S. Cusolito reported that the final meeting is scheduled for either December 11 or 15 and that she plans to attend. She received an email inquiry from Town Planner J. Kablack and offered to keep her apprised of the outcome. S. Cusolito outlined some ideas for Town/SHA collaboration. L. Pastuszek will extend an invitation to Selectman L. O'Brien to attend the January 13 meeting to expand on this discussion.

15. Police Station Construction: An asphalt base was applied on December 5. S. Cusolito asked that the driveway lighting that was removed be set aside for parts. She will explore options for sustainability funds to put toward upgrading the lighting to match what will be installed along the shared portion of the driveway. L. Pastuszek suggested requesting reflective markings along the sides of the driveway.

16. ADA Shower Conversion: S. Cusolito reported receipt of only one quote, for close to \$20K. It was hoped that the project could be executed for under \$10K. She is applying to the State to extend the vacancy, as well as considering advertising the project in the Central Register. At its November 10, 2014 meeting, the Board approved the use of SHA reserve funds to cover the costs for this conversion. In order to optimize timing, S. Cusolito asked the Board to authorize her to accept the lowest qualified bid.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved, to authorize S. Cusolito to accept the lowest qualified bid on ADA shower conversion in Unit 1A, not to exceed \$20K.

17. Heat Pump Pilot Expansion: S. Cusolito reported that the advertisement was submitted to the Central Register today, to be published December 17. A walk-through will be scheduled for either December 22 or 29. Funds have been received.

18. Wait List Closure/Initiative: S. Cusolito reported that written approval from the DHCD to extend the 667 wait list closure remains outstanding.

19. NAHRO Conference/Legislative Changes: S. Cusolito reported on some of the highlights from the conference. She has circulated information to tenants on the upcoming change to include a tenant on the five-member Board. S. Cline attended the first of the two conference days.

20. ED Contract: The DHCD-signed contract was received today, with apologies for its delay. Because the new legislation requires the DHCD to issue guidelines on ED contracts, the contract is only approved on a conditional basis.

DIRECTOR'S REPORT

J. Howe and L. Vitagliano have been hired as administrative assistants on a provisional basis in a job-share arrangement. An offer will be extended in the next week or so for the 18-hour/week maintenance position.

Vacancies: No vacancies occurred in November. One 667 unit vacated in October now houses a local couple.

Evictions: One Summary Process Summons and Complaint will be heard in January, following the expiration of a 14-Day Notice to Quit. A second 14-Day Notice resulted in receipt of full payment.

Maintenance: Routine work orders, as well as those from 667 unit inspections, are underway. The new truck is expected to arrive on December 15.

Adjourn: A motion was made by S. Cline, seconded by S. Swanger, and unanimously approved to adjourn the December 9, 2014 Regular Session to Executive Session for the purpose of discussing 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 9:25 p.m.

Yes: Sherrill Cline

Yes: Judith Deutsch

Yes: Kaffee Kang

Yes: Lydia Pastuszek

Yes: Steven Swanger

Minutes prepared by S. Cusolito
Executive Director