

# SUDBURY HOUSING AUTHORITY

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## MINUTES OF THE REGULAR MEETING

January 13, 2015

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; Treasurer: K. Kang; Member: Sherrill Cline; Member: J. Deutsch; Executive Director: S. Cusolito; Guest: Selectman Larry O'Brien (6:30 p.m.)

**1. Minutes:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously approved, to approve the minutes of the December 9, 2014 Regular Session as amended.

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

A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved, to approve the FY15 second quarter report.

S. Cline requested a year-to-year comparison of costs such as utilities and repairs.

### NEW BUSINESS

**3. SHA/Town Collaborations (Guest: Selectman Larry O'Brien):** Selectman O'Brien, who will not be seeking reelection, made some suggestions for outreach to the Board of Selectmen for a new liaison. He also recommended that the SHA liaise with the Council on Aging. Mr. O'Brien provided an overview of the thinking around the development of the Melone and Raytheon properties and Members shared their interest in participating future discussions. S. Cline expressed concern that the need for affordable family housing is being overlooked in favor of housing for those 55+. S. Swanger commented on the perception of a somewhat strained relationship with Town officials, citing the police station planning as a recent example. Selectman O'Brien emphasized the focus of Town officials on budget considerations.

**4. Open Meeting Law:** The Board reviewed Open Meeting Law requirements.

**5. Approve New Income Limits:** A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously approved, to adopt the income limits for admission to state-aided public housing, effective retroactive to August 9, 2014 as follow:

1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
\$47,450	\$54,200	\$61,000	\$67,750	\$73,200	\$78,600	\$84,050	\$89,450

**6. Board Calendar:** The Board reviewed the 2015 meeting schedule. It was noted that Town Meeting starts on May 4.

January 13	February 10	March 10	April 14	May 12	June 9
July 14	August 11	September 8	October 13	November 10	December 8

**7. Energy Services:** S. Cusolito will look into the timing for going out to bid. The contract with Bay State Consultants expires in December.

**8. Town Report:** S. Cusolito will incorporate Members' suggestions.

### **9. Liaison Reports**

Housing Trust: L. Pastuszek reported that the Trust will meet Friday, January 16. S. Cline asked if the Trust had an interest in the house for sale at the corner of Concord Rd. and Codger Lane. The house has been on the market since November at \$395,000. The Trust's current funding might not allow for a purchase at this time.

CPC: S. Cline reported that Selectwoman Pat Brown suggested that the funds disbursed by the CPC for costs associated with the Town's obligation to the RHSO be listed as an affordable housing *expense* rather than as an *administrative* cost. The recurring funding is in addition to the 10% allocation for affordable housing.

### **UNFINISHED BUSINESS**

**10. CPA Bathroom Project Contract Award:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously approved, to accept the fee of \$16,180 from Richard C. Alvord Architects for FISH #288039, Sudbury Bathroom Modernization.

**11. ADA Shower Conversion Contract Award:** A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously approved, to accept the quote of \$9,398 from MJ Connors Company, Inc. for ADA shower conversion in Unit 1A.

The quote was the lowest of three received.

**12. Heat Pump Pilot Expansion:** A motion was made by J. Deutsch, seconded by S. Cline, and unanimously approved, to accept the quote of \$14,369 from MM Environmental Engineering, Inc. for the Heat Pump Pilot Expansion, pending reference checks.

The quote was the lower of two quotes received.

**13. Audit Update:** The SHA response was submitted to the OSA on December 31.

### **DIRECTOR'S REPORT**

Nalda Vigezzi, who was an Assistant Director with the Department of Transitional Assistance, joined the staff on January 7 to job-share with J. Howe as administrative assistant. Doug Hyde was hired for the 18-hour/week maintenance position. He formerly owned the Stowaway Inn and was a selectman, as well as an assistant building inspector, in Stow.

**Vacancies:** There was one 667 vacancy in December due to a death.

**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 a partial payment.

**Maintenance:** Routine work orders, as well as those from 667 unit inspections, are underway.

**Adjourn:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously approved to adjourn the January 13, 2015 Regular Session.

Yes: Sherrill Cline  
Yes: Judith Deutsch  
Yes: Kaffee Kang  
Yes: Lydia Pastuszek  
Yes: Steven Swanger

Minutes prepared by S. Cusolito  
Executive Director