

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

April 14, 2015

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: Judith Deutsch; Executive Director: S. Cusolito.

**1. Minutes:** A motion was made by S. Cline, seconded by J. Deutsch, and approved 4-0, to approve the minutes of the February 10, 2015 Regular Session. K. Kang abstained.

A motion was made by K. Kang, seconded by S. Cline, and approved 3-0, to approve the minutes of the March 10, 2015 Regular Session. S. Swanger and J. Deutsch abstained.

**2. Checks Approval:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously approved, to approve checks written in March 2015.

#### NEW BUSINESS

**3. CPC, SHT Liaisons:** A motion was made by J. Deutsch, seconded by S. Swanger, and unanimously approved, to approve the reappointment of S. Cline to the Community Preservation Committee, effective through April 30, 2016.

A motion was made by J. Deutsch, seconded by S. Cline, and unanimously approved, to approve the reappointment of L. Pastuszek to the Sudbury Housing Trust for the term starting May 1, 2015.

**4. Lead Paint Certification:** Members certified compliance with lead paint disclosure requirements.

**5. 667 Wait List:** A motion was made by K. Kang, seconded by J. Deutsch, and unanimously approved, to approve the extension of the 667 wait list closure to October 1, 2015.

**6. 667 Water Heaters:** S. Cusolito reported on discussions with the State for support to replace the heat pump water heaters in the Musketahquid Village residential buildings. Although a significant approximate cost savings was achieved, the building configuration and location of the heaters is not within the optimal specification. A number of tenants often complained of no hot water due to the extremely slow recovery period. The SHA has incurred significant repair costs. A mechanism to cover the replacement costs is not defined to date.

**7. Formula Funding Plan:** A motion was made by J. Deutsch, seconded by S. Swanger, and unanimously approved, to approve the 5-year Formula Funding plan as presented.

**8. Smoking Policy:** S. Cusolito reported that tenants at Musketahquid Village are interested in implementing a no-smoking policy and that she intends to adjust the timeline to accommodate their interest.

**9. Energy Savings Program:** S. Cusolito circulated a draft proposal, received earlier in the day, for net metering credits through SunConnect. Because it was received so late and because additional research on

options is necessary, the Board did not discuss the proposal. S. Cusolito will contact other LHA's to learn which have signed contracts and which companies are issuing proposals.

S. Cusolito will continue discussions with Bay State, and L. Pastuszek will communicate with Power Options, regarding options for utility supply savings.

**10. ED Review:** The annual review (evaluation and self-evaluation) will occur in the next month. S. Swanger will compile Member responses received by May 5, and a summary presented at the May 12, 2015 meeting.

#### **11. Liaison Reports**

CPC: The Board engaged in further discussion on forming a non-profit, with Cambridge and Northborough serving as examples of different formats.

S. Swanger noted that, going back at least 15 years, Melone has been promised by the Town to be used for affordable housing. The Board agreed to extend an invitation to Town Planner J. Kablack to attend its May 12, 2015 meeting.

The Board agreed that a second memo to the Selectmen, expressing the SHA's interest in discussions around the disposition of the existing police station, should be submitted.

**12. CD:** A motion was made by S. Cline, seconded by K. Kang, and unanimously approved, to extend the term of the CD to 15 months.

#### **UNFINISHED BUSINESS**

**13. CPA Bathroom Project:** S. Cusolito reported that the project manual was received.

**14. Heat Pump Pilot Demonstration Project:** A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved, to approve the Application and Certificate for payment submitted by MM Environmental Engineering in the amount of \$8,550 for FISH project 288032, Air Source Heat Pump Demonstration Project.

**15. Melone/Raytheon:** The Board agreed to submit its memo to the Selectmen, emphasizing its position that family housing is the Town's greatest need.

**16. Unit Purchase:** S. Cusolito reported that the owner of the Dutton Road property will not submit a proposal and that no other proposals have been received. She suggested that the RFP could be run periodically, which the Board agreed to by consensus.

**17. Health & Safety Concrete Patio:** A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously approved, to ratify execution of a contract with GCG Associates for \$3,870 for FISH project 288040, Concrete Patio, Stairs, Ramp Replacement.

**18. Storm Report:** S. Cusolito reported an additional loss at 11 Ford Road: the rear deck collapsed. Causes and assessment are underway.

#### **DIRECTOR'S REPORT**

**NAHRO Conference:** S. Cusolito reported she will attend the conference May 17-20 in Hyannis.

**Vacancies:** One 667 vacancy occurred due to a death.

**Evictions:** There are two pending Notices to Quit for nonpayment of rent and one under consideration for non response to requests for recertification paperwork.

**Maintenance:** S. Cusolito reported that maintenance staff person Doug Hyde's status changed to a benefitted employee, effective April 1, 2015, coincident with an increase in hours from 18 to 25 per week.

**Executive Session:** None.

**Adjourn:** A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved to adjourn the April 14, 2015 Regular Session. The time was 9:25 p.m.

Yes: Sherrill Cline

Yes: Judy Deutsch

Yes: K. Kang

Yes: Lydia Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito  
Executive Director



