

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

June 9, 2015

The SHA met in open session at 55 Hudson Road, Sudbury, at 5:30 p.m. Those present were: Chair: S. Swanger; Vice Chair: K. Kang; Treasurer: S. Cline; Member: J. Deutsch; Member: L. Pastuszek. Executive Director: S. Cusolito.

Guest Jody Kablack, Town Planner: Also attending was Assistant Town Planner James Kupfer. J. Kablack provided an update on the Town's position on the Raytheon property, acknowledging the SHA Board's interest in a family housing component. She expects the property to be under agreement this summer and permitted in 2016. She also expects it will include both age-restricted and family housing, as well as a commercial component. She noted that the Melone property will be more difficult to develop. Her preference was to wait until Raytheon is better defined, which was also the position voted by the Selectmen.

J. Kupfer commented that the focus of Park and Rec on Davis Field takes some of the burden off Melone for that function.

Members expressed a general interest in enhancing rapport and communication with Town leaders; Ms. Kablack noted the presence of SHA Board members on both the CPC and the SHT and recommended a more coordinated communication flow.

Addressing the SHA's interest in the current police station site, J. Kablack estimated its value at \$800K, but noted that it is not an ideal property for housing in her view. She also stated that the owner of the TJMaxx building is interested in the site.

J. Kupfer will follow up by sending the Blue Ribbon Housing Site Selection Committee's report, as well as the Town's Housing Production Plan.

S. Cusolito offered that the SHA can serve as a resource for the Town for demographic data on tenants/tenancies of affordable properties, which might be helpful in promoting affordable housing initiatives to the broader community. She also noted longer range there could be potential for the SHA to serve the Town in a management role for affordable rental housing developed by others.

1. Minutes: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously approved, to approve the minutes of the May 12, 2015 Regular Session.

2. Checks Approval: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved, to approve checks written in May 2015.

A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved, to approve the 400-1 year-end quarterly operating statement as amended.

A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved, to approve the SHALIP year-end quarterly operating statement.

NEW BUSINESS

3. Notice to Proceed, Storm Repairs: A motion was made by J. Deutsch, seconded by S. Cline, and unanimously approved to hire Environmental Restorations, Inc. to repair storm-related damage to SHA properties.

Total costs for direct damage are approximately \$10,000, excluding deductibles of \$4,000. Additional costs associated with fixing the causes of water leakage are expected.

4. ADA Bath Conversion Fee: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously approved to pay an administrative fee of \$885.40 to S. Cusolito for FISH #288043, ADA Bath Conversion.

5. Unit Purchase: The Board agreed by consensus to periodic advertisement of the SHA's interest in purchasing real property.

6. NAHRO Conference: S. Cusolito provided some highlights from the conference, including an overview of the Regional Capital Assistance Teams, RCATs. Because of its size and staff count, the SHA does not qualify to apply as a host agency, nor does it qualify to opt out of the program.

7. Liaison Reports

SHT: L. Pastuszek reported that the Maynard Road property will be signed over to the developer very soon. The SHT plans to ask Selectman S. Iuliano to serve as its liaison. S. Swanger volunteered to contact Selectman Iuliano to serve as the liaison for the SHA.

CPC: S. Cline reported that the CPC will not meet again until the Fall.

UNFINISHED BUSINESS

8. FEMA Storm Reimbursements: The 'soft' due date is June 9 and it is not clear if the SHA's costs meet the minimum to request reimbursement.

9. ED Assessment Task Force: S. Cusolito will provide the Task Force with copies of her broad goals from 2013, those emphasized in 2014, and those to be highlighted in 2015.

10. July Meeting Schedule: The Board opted to keep to the currently scheduled meeting on July 14, at which the vote will be taken to award the tub surround project.

11. Health & Safety Concrete Patio: A motion was made by K. Kang, seconded by J. Deutsch, and unanimously approved to accept the single bid from Site Improvements, Inc. for \$41,110.00, pending DHCD review, for FISH #288040, Concrete Patio, Stairs, Ramp Replacement/Drain Installation and to authorize S. Swanger to execute the construction contract between the Sudbury Housing Authority and Site Improvements, Inc.

12. CPA Tub Project: There were no attendees at the walk-through on June 3; however, there were nine plan recipients. Sub-bids are due June 11 and general bids June 18.

13. Heat Pump Pilot Final Payment: A motions was made by J. Deutsch, seconded by S. Cline, and unanimously approved, to make the final payment of \$5,819 to MM Environmental Engineering, pending receipt of the Certificate of Final Completion, for FISH #288032, Air Source Heat Pump Demonstration Project.

K. Kang recommended asking if the start of the warranty period could be delayed until the heating season.

DIRECTOR'S REPORT

Vacancies: No new vacancies occurred since the last report.

Evictions: One eviction case will be heard in court on June 25.

Maintenance: A college student was hired for the summer to help with maintenance..

Executive Session: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved, to adjourn the June 9, 2015 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 7:40 p.m.

Yes: Sherrill Cline

Yes: Judy Deutsch

Yes: K. Kang

Yes: Lydia Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito
Executive Director

