

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

March 10, 2015

The SHA met in open session at 55 Hudson Road, Sudbury, at 6:00 p.m. Those present were: Chair: L. Pastuszek; Treasurer: K. Kang; Member: Sherrill Cline; Executive Director: S. Cusolito; Guest: Jenna Milne, CPA.

1. Minutes: Tabled.

2. Checks Approval: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved, to approve checks written in February 2015.

A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously approved, to approve the FY15 third quarter report for the 400-1 account.

NEW BUSINESS

3. FY16 Budget (Guest Jenna Milne, CPA): Accountant Jenna Milne provided an overview of the FY16 budget. Highlights of the budget included a 3% cap on administrative salaries; some savings in maintenance labor; increased budget for maintenance overtime; and a state requirement to break out contractor costs, as well as administrative costs. Ms. Milne explained that the SHA's reserves are high enough that it is authorized to spend over the cap. She noted that the SHA's income increase in the last year. Some funding is expected from the state to cover costs of snow removal. It is not clear yet if funds from FEMA or MEMA will be available.

A motion was made by K. Kang, seconded by S. Cline, and unanimously approved, to approve the FY16 budget as presented.

4. Melone/Raytheon: Members provided comments on a position letter drafted by S. Swanger. S. Cusolito will forward him the updated draft. The Board's consensus is that the highest and best use for either property is housing.

5. Unit Purchase: S. Cusolito and L. Pastuszek, along with some members of the SHT, viewed a property for sale on Dutton Road. S. Cusolito circulated a pro forma developed by L. Rust. The asking price dictates that the SHA would need to consider supplementing the \$180K CPA funds in order to create an affordable unit. There is sufficient interest in exploring this or other opportunities to advertise an RFP. S. Cusolito will advertise; L. Pastuszek will arrange for other Members to view the Dutton Road property, as well as research utility costs and some financing options.

6. Health & Safety Concrete Patio Project: S. Cusolito interviewed an architect who is part of the DHCD House Doctor Lite program for small projects. An interview with an engineer is scheduled for the end of the week.

7. Storm Report: S. Cusolito reported on storm-related property damage and costs to remove snow from roofs. The DHCD is offering a to-be-determined exemption for snow removal costs.

8. Liaison Reports

Housing Trust: L. Pastuszek reported that the Trust is interviewing Member candidates and will also need to identify the Selectman who will serve as the BOS liaison. She also reported that the financing was approved for the Maynard Road property, with groundbreaking anticipated for May.

S. Cline asked about the possibility of forming a 501(c)(3) entity to accept donations to the SHA. She referenced a NAHRO newsletter article on Chelmsford Housing Authority projects. As formation of such an entity would require a significant volunteer base, Members brainstormed ways to enhance outreach, such as public meetings, an op/ed piece, and making the rounds to Town committees. S. Cline offered to reach out to Park & Rec CPC representative R. Beagan to gauge interest in working collaboratively.

UNFINISHED BUSINESS

9. CPA Bathroom Project: The schematic design approval letter was received. We will be able to do 47 surrounds with the \$200K.

Heat Pump Pilot Expansion: S. Cusolito reported that the work is scheduled to start on March 12 and finish in the first or second week of April.

DIRECTOR'S REPORT

Vacancies: No vacancies.

Evictions: Two cases are on hold, as tenants continue to make interim rent payments.

Maintenance: Significant weather-related maintenance activities and routine maintenance are being carried out with a temporary increase in maintenance hours from 50 hr/week to 60 hr/week.

Adjourn: A motion was made by K. Kang, seconded by L. Pastuszek, and unanimously approved to adjourn the March 10, 2015 Regular Session. The time was 9:10 p.m.

Yes: Sherrill Cline

Yes: K. Kang

Yes: Lydia Pastuszek

Minutes prepared by S. Cusolito
Executive Director

