

# SUDBURY HOUSING AUTHORITY

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## MINUTES OF THE REGULAR MEETING

May 12, 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 S. Swanger, and unanimously approved, to approve the minutes of the April 14, 2015 Regular Session as amended.

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

### NEW BUSINESS

**3. Budget Approval:** S. Cusolito reported that the FY16 operating budget was approved and that the approval notice is typically not received until June. The capital plan was also approved. She also conveyed that the SHA's asset manager reported to her that the SHA has the highest operating reserve, on a percentage basis, of any LHA in the state.

**4. Election of Officers:** A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved to elect new officers according to the established rotation schedule:

Chairperson: S. Swanger  
Vice Chairperson: K. Kang  
Member: L. Pastuszek

Treasurer: S. Cline  
Assistant Treasurer: J. Deutsch

**5. Notice to Proceed: Storm Repairs:** S. Cusolito reported that costs have not been finalized.

**6. FEMA Storm Reimbursements:** S. Cusolito reported that maintenance person D. Hyde attended a briefing at the MEMA headquarters, where the process to apply for storm-related reimbursements through FEMA was outlined. The request for reimbursement is time-sensitive and costs must meet defined criteria.

**7. Employment Policy:** S. Cusolito brought up the need to revise some sections of the policy, pending receipt of information from the DHCD.

**8. Donations:** A motion was made by J. Deutsch, seconded by S. Swanger, and unanimously approved to accept with thanks the following items of furniture donated by the Law Offices of Sherrill P. Cline, P.C.: one workstation; one typewriter and table; two bookcases; two four-drawer file cabinets; one two-shelf cabinet; and Kang Associates: one work station/chair; one conference table/4 chairs; two two-drawer file cabinets; two bookcases; one flat file cabinet.

**9. July Meeting Schedule:** The Board must vote to award contracts on the concrete patio and tub surround projects. The timing of the notices to bid is such that a second meeting in late June might be necessary. An update will be provided at the June 9 meeting.

## **10. Liaison Reports**

As it was not possible for Town Planner J. Kablack to attend the May 12 meeting, she will be invited to attend on June 9, 2015.

SHT: L. Pastuszek reported that the Trust will meet tomorrow morning. The agenda will include the election of officers. She noted the significant Member turnover. Groundbreaking for the Maynard Road project will occur following MHP approval.

## **UNFINISHED BUSINESS**

**11. ED Assessment:** Results of the self- and Board-assessments were reviewed. Scores in each instance fell in the 'more than satisfactory' range. The board assigned S. Cline and S. Swanger the task of creating a format that better measures performance relative to specific goals and that includes tenant and staff input.

**12. Health & Safety Concrete Patio:** The project is scheduled to be advertised in the May 20 CR and the May 21 issue of the *Crier*. Bids will be due by June 4, with the review performed by GCG Associates. The Board vote to award the contract is expected to be taken at the June 9 meeting.

**13. CPA Tub Project:** This project is also slated to be advertised in the May 20 CR and the May 21 issue of the *Crier*, but involved two weeks' advertising and includes a week for sub-bids on plumbing. The Board vote to award the contract is expected to be taken either at a special meeting in late June or at the regularly scheduled meeting in July. The architect anticipates a six-week period following contract signing before on-site work would begin.

**14. BOS Memos:** S. Cusolito reported submitting two memos to the Board of Selectmen: one addressing the Board's position on the disposition/use of the Melone and Raytheon properties and one expressing the SHA's interest in partnering with the Town on a housing use for the property on which the existing police station is located. Assistant Planner J. Kupfer agreed to present the latter to the Selectmen as part of the presentation of survey results on the station's reuse.

## **DIRECTOR'S REPORT**

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

**Vacancies:** No new vacancies occurred since the last report. An existing 667 vacancy was filled on 4/16.

**Evictions:** There are currently three Notices to Quit in effect. The SHA expects to issue one Eviction Notice.

**Maintenance:** Maintenance will be short-staffed for a few days due to a medical leave.

**Executive Session:** A motion was made by S. Cline, seconded by J. Deutsch, and unanimously approved, to adjourn the May 12, 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 9:00 p.m.

Yes: Sherrill Cline

Yes: Judy Deutsch

Yes: K. Kang

Yes: Lydia Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito  
Executive Director