

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

November 10, 2015

The SHA met in open session at 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Chair: S. Swanger; Vice Chair: K. Kang; Member: J. Deutsch; Member: L. Pastuszek; Executive Director: S. Cusolito.

Guest: Susan Iuliano, Board of Selectmen: The SHA Board provided an overview of the Housing Authority and its history, as well as shared its interest in building a stronger relationship with the Town. S. Iuliano, who is the Selectmen's liaison to the SHA, shared information about the recently submitted Raytheon property development proposal, which will be reviewed by the Selectmen at its next meeting. Also discussed were the housing needs identified by the SHA and the changes underway as a result of Chapter 235. Ms. Iuliano remained for the duration of the meeting.

Minutes: A motion was made by L. Pastuszek, seconded by K. Kang, and voted, to approve the minutes of the September 8, 2015 Regular Session. J. Deutsch abstained.

Minutes: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously voted, to approve the minutes of the October 13, 2015 Regular Session. S. Swanger abstained.

Checks Approval: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to approve checks written in October 2015.

A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to approve the following transfers for FY15 and FY16 expenses: \$35,000 from New Duplex to SHALP for the management fee; \$40,000 from New Duplex to 400-1 for salaries and other expenses; \$28,000 from SHALP to 400-1 for salaries and other expenses; \$46,702.71 from SHALP to New Duplex transferred by vote in error at the September 9, 2014 Regular Session from the since-closed New Duplex pre-occupancy operations account to SHALP.

A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted, to approve the FY16 Q2 financial reports for 400-1, New Duplex, and SHALIP.

NEW BUSINESS

Accountant's Contract: A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted, to approve the contract with Jenna Milne, CPA and authorize S. Cusolito to sign on behalf of the SHA.

Heat Pump Phase III CFA: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously voted, to approve Amendment 7 of the Contract for Financial Assistance between the Sudbury Housing Authority and the Commonwealth Of Massachusetts for Work Plan 5001, Project 288046, Air Source Heat Pumps, in the amount of \$165,000, and to authorize Steven Swanger, Chairman of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

ED Salary: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously voted, to approve a salary of \$50,109, retroactive to July 1, 2015, for S. Cusolito on the basis of PHN 2015-17, Executive Director Salary and Qualification Schedule, satisfactory performance, and the current ANUEL.

The Board agreed to review the salary coincident with the ED performance review.

Rent Write-Off: A motion was made by K. Kang, seconded by L. Pastuszek, and unanimously voted, to write off a delinquent rent in the amount of \$68.

Sudbury Station/Raytheon: The filing for Sudbury Station was not forwarded to the SHA in time for a discussion at its October regular session. S. Cusolito provided comments to J. Kablack on November 2. At least two tenants independently submitted comments. The SHA Board will have to schedule an interim meeting if it wishes to submit comments on the just-submitted Raytheon proposal. The focus at this time is on the rental development; home ownership and elderly/assisted living development will be considered at a later date. L. Pastuszek suggested the SHA ask the developer to provide a grant to the SHA to augment its \$180K in home purchase CPA funds to allow the SHA to purchase a rental unit without having to carry a mortgage. K. Kang wondered if the SHA could ask for some land. S. Iuliano indicated it was unlikely. She noted that the site will incorporate more housing than in Wayland. She also noted that some land adjacent to the fire station will be preserved for a larger station. S. Cusolito clarified that her interest is in expanding the SHA's role to the affordable unit tenant management portion of privately developed properties.

Liaison Reports: SHT: L. Pastuszek reported that the walls on the Maynard Road properties are going up. The SHT has no meeting scheduled for November.

UNFINISHED BUSINESS

Power Options Contract: S. Cusolito executed the contract for a 24-month term, effective January 1, 2016.

Concrete Patio Project: On-site work is nearly complete. An unanticipated four-foot deep concrete bed along the stairs could not be removed in its entirety, limiting the planting area. Hand rails will take approximately eight weeks to be fabricated and installed.

Tub Surround Project: To date, 20 surrounds have been installed, with three requiring significant repair. This is a somewhat higher percentage than anticipated.

FEMA Grant: The grant for reimbursement of \$15,356.66 in out-of-pocket Jan 26–28, 2015 storm-related snow removal costs is under review. The grant for reimbursement of out-of-pocket storm-related property damage costs was recently submitted. Representatives from FEMA and MEMA will be on site on November 13 to view repairs.

DIRECTOR'S REPORT

On November 12, S. Cusolito will attend a post-leasing fair housing workshop sponsored by the RHSO and the WestMetro HOME Consortium. She will attend the November 16 and 17 NAHRO conference in Framingham. A November 19 meeting with newly installed Town Manager Melissa Rodrigues has been postponed.

Vacancies: No vacancies occurred in October. One 667 vacancy is scheduled for November 30.

Evictions: Two November 4 informal hearings were conducted, one for a 667 tenant for non-response to requests related to continued occupancy and one for a 705 tenant who was disqualified for continued

occupancy because of income. The 667 tenant did not appear; the matter must go to a formal grievance. The SHA approved a six-month extension, retroactive to October 1, 2015, for the 705 tenant to find alternative housing. The tenant's rent increase to the FMR is effective retroactive to August 1, 2015.

Maintenance: The search for a part-time maintenance mechanic/laborer was re-opened.

Executive Session: None.

Adjourn: A motion was made by K. Kang, seconded by J. Deutsch, and unanimously voted to adjourn the November 10, 2015 Regular Session. The time was 10:05 p.m.

Yes: Judy Deutsch

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director