

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

December 8, 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; Treasurer: S. Cline; Member: J. Deutsch; Member: L. Pastuszek; Executive Director: S. Cusolito.

Minutes: A motion was made by J. Deutsch, seconded by K. Kang, and voted, to approve the minutes of the November 10, 2015 Regular Session. S. Cline abstained.

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

NEW BUSINESS

Vareika Construction Payment: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted, to approve the Application for Payment (#1) for \$135,238 to Vareika Construction for FISH 288039, Tub Surround Project.

Site Improvements Payment: A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted, to approve the Application for Payment (#1) for \$36,204.50 to Site Improvements for FISH 288040, Concrete Patio.

Richard Alvord Architects Payment: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted, to approve a payment of \$5,730 to Richard Alvord Architects for design services and project management for FISH 288039, Tub Surround Project.

Budget Amendment: A motion was made by L. Pastuszek, seconded by S. Cline, and unanimously voted, to approve the FY16 Budget Amendment as presented.

This vote supercedes those taken on November 10, October 13, and September 9, 2015.

FISH 288046 Sustainability Grant: Air-Source Heat Pump Conversion, Phase III: The kick-off meeting occurred on December 7.

A motion was made by K. Kang, seconded by L. Pastuszek, and unanimously voted, to accept the design fee proposal obtained from Norian / Siani for \$14,000 for FISH 288046, Air-Source Heat Pump Conversion Phase III, and to authorize S. Swanger, Chairperson of the SHA Board of Commissioners, to sign the contract on behalf of the SHA.

ED Survey: Tabled.

Smoking Survey: Commissioners reviewed a smoke-free initiative survey that will be distributed to tenants.

New Duplex Financing: S. Cusolito met with Dan Gaulin of the RHSO to discuss New Duplex financing options and regulatory requirements. The mortgage requirements include a five-year prepayment prohibition and a 2% prepayment penalty thereafter.

Willis Lake Financing/CPA Funds: The Board discussed options for use of the remaining \$180,000 in CPA funds. One option is to pay down the mortgage on Willis Lake in order to maximize the applicant income range that could qualify for the unit. This would require approval by the CPC to be put on the ATM Warrant for a vote to reallocate the funds. A second option is to initiate an RFP for real property acquisition. S. Cusolito will confer with Planner J. Kablack.

Police Station Re-Use: The Town recently invited interested parties to offer suggestions on a use for the former police station. The SHA previously suggested a Town/SHA partnership to create housing. Another approach is to partner with a developer to invest in a building that includes both commercial space and one or two one-bedroom apartments. Commissioners were interested in salvaging the ASHP units from the current structure.

Open Forum: A 667 tenant recently inquired about opportunities to speak at the SHA meetings. The Board agreed by consensus to include an 'Open Forum' segment, with the Chairperson responsible for moderating the content and time allotted for comments from the public.

Liaison Reports: No reports.

UNFINISHED BUSINESS

Raytheon Development: S. Cusolito provided comments to J. Kablack, including some that S. Swanger previously communicated to Selectman Chuck Woodard. L. Pastuszek noted a concern with the piecemeal review of the development, which will include additional housing beyond the Avalon 250-unit development.

FEMA Grant: Representatives from FEMA and MEMA viewed storm-related damage repairs on November 13 as part of the application process for reimbursement of out-of-pocket expenses.

DIRECTOR'S REPORT

S. Cusolito will attend a meeting of the centralized wait list working group on December 16.

Vacancies: One 667 vacancy occurred November 30. A local minority applicant will take possession on December 12.

Evictions: One Summary Process Summons & Complaint and one Notice to Quit are in process.

Maintenance: Applicants for the part-time maintenance mechanic/laborer were interviewed and the field narrowed. Temporary help was engaged until a hiring decision is made.

Adjourn: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted to adjourn the December 8, 2015 Regular Session. The time was 9:23 p.m.

Yes: S. Cline

Yes: Judy Deutsch

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director