

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

January 12, 2016

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: L. Pastuszek; Executive Director: S. Cusolito.

Also present: Resident Carolyn Colby

**Minutes:** A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the minutes of the December 8, 2015 Regular Session.

A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the minutes of the December 29, 2015 Special Session.

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

A motion was made by K. Kang, seconded by L. Pastuszek, and unanimously voted, to approve the FY16 Q3 financial statement.

A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve a payment of \$6,250 to DeMelo Plumbing, Heating, and Air Conditioning for emergency boiler replacement.

S. Cline reiterated her request for a year-to-year budget comparison. S. Cusolito will reiterate the request to accountant J. Milne.

### **NEW BUSINESS**

**Vareika Construction Payment:** A motion was made by L. Pastuszek, seconded by S. Cline, and unanimously voted, to approve the Application for Payment (#2) for \$77,277 to Vareika Construction for FISH 288039, Tub Surround Project, pending DHCD approval.

**Annual Town Report:** Required Board Member signatures were obtained.

**CIP Revision Approval:** The SHA received notification that the Capital Improvement Plan revision, the addition of \$165,000 granted for additional air-source heat pump installations at the Village, was approved.

**Smoke-Free Survey Results:** S. Cusolito presented preliminary results of a tenant survey, which showed a majority support an entirely smoke-free environment (both buildings and grounds). Some on the Board opposed prohibiting smoking in residential buildings, suggesting instead tenant education/assistance with smoking cessation. S. Cusolito noted that such support will be part of the plan to move to a smoke-free environment. She also noted that the SHA is one of the very few LHA's in this area and among its peers that does not have a smoke-free policy in place. Resident Carolyn Colby, who is a non-smoker living in a building with smokers, expressed that while she dislikes the odor that permeates the building, she cannot imagine imposing a smoking ban on smokers.

**Town Election:** S. Cusolito conferred with the DHCD around the timing of replacing board members seated through a general election with a tenant who will be elected through a specialized election process, yet to be further defined. The requirement for a tenant board member is part of the Local Housing Authority Act signed into law in 2014. The DHCD has not published guidelines on tenant elections and is not requiring tenant elections at this time. Guidelines are expected to be published in the next year.

**Liaison Reports:**

SHT: L. Pastuszek reported that the next meeting will occur on January 28.

CPC: The Board discussed its options regarding the use of the remaining \$180K CPC funds designated for home purchase. A discussion of fair housing laws and public procurement raised some concerns about property acquisition/seller interest in working with the SHA. S. Cusolito will seek legal opinion on the matter.

The Board affirmed its interest in preserving the \$180K for unit purchase, rather than redefining its use at this time for further buying down the mortgage on Willis Lake, a process that would require both CPC and Town Meeting approval. This option will be revisited in the Fall.

**OPEN FORUM**

No comments.

**UNFINISHED BUSINESS**

**Concrete Patio:** A punch list was submitted to the consulting engineer. The \$3,500 cost to replace the ramp handrails is beyond the project scope; however, the decision was made to replace them to bring them up to current code.

**ED Survey:** S. Swanger and S. Cline presented the current version of the evaluation, developed with input from S. Cusolito. The Board discussed at length the form and content of the evaluation and the vision for its use. Also discussed was a timeline for implementation and for the evaluation process itself, as well as a total percentage increase to apply to the budget salary line.

**DIRECTOR'S REPORT**

**Vacancies:** No vacancies.

**Evictions:** Two pending cases.

**Maintenance:** Ramon Baez was hired for the part-time maintenance mechanic/laborer position. He and Geoff Beharrell will each work 30 hours/week. Inspections of 705 units by R. Baez and S. Cusolito are underway.

**Executive Session:** A motion was made by S. Cline, seconded by K. Kang, and unanimously voted to adjourn the January 12, 2016 Regular Session and move to Executive Session for the purpose of discussing real property acquisition, as discussion in open meeting might have a detrimental effect on the negotiating position of the SHA, not to return to Open Session. The time was 9:15 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director