

SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD
SUDBURY, MASSACHUSETTS 01776
sudburyhousing@verizon.net

SHEILA M. CUSOLITO
Executive Director

PHONE: (978) 443-5112
FAX: (978) 443-5113

MINUTES OF THE REGULAR MEETING

February 2, 2016

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:10 p.m. Those present were: Chair: S. Swanger; Vice Chair: K. Kang; Treasurer: S. Cline; Member: L. Pastuszek; Member: J. Deutsch; Executive Director: S. Cusolito.

Also present: Jenna Milne, CPA

FY17 Budget Presentation: Jenna Milne, CPA presented the FY17 budget. As a retained revenue authority, the SHA has greater budgeting flexibility than do authorities that receive a subsidy from the state. This year, in addition to apportioning the ED salary across all programs, the administrative and maintenance wages will also be apportioned. Ms. Milne also discussed some of the features that will be examined during the newly required independent financial audit, notably, procurement and credit card use.

A motion was made by K. Kang, seconded by S. Cline, and unanimously voted, to approve the FY17 budget as presented.

Minutes: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously voted, to approve the minutes of the January 12, 2016 Regular Session.

Checks Approval: A motion was made by L. Pastuszek, seconded by S. Cline, and unanimously voted, to approve checks written in January 2016.

A motion was made by J. Deutsch, seconded by S. Cline, and unanimously voted, to approve the revised FY16 Q3 financial statement for 400-1.

A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve a payment of \$6,388 to Nicholson Plumbing, Heating, and Air Conditioning for emergency boiler replacement.

A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to approve a payment of \$6,000 to Norian / Siani Engineering, Inc. for design services related to sustainability project FISH 288046, Air Source Heat Pumps (Phase III).

NEW BUSINESS

CFA Amendment: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously voted, to approve Amendment 8 of the Contract for Financial Assistance between the Sudbury Housing Authority and the Commonwealth Of Massachusetts for Work Plan 5001, in the amount of \$103,856, and to authorize Steven Swanger, Chairman of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

Minuteman High School Student Recognitions: Congratulations to three resident students, who received awards last week for performance in a preliminary round of what will eventually be a national competition (Skills USA). The students are Cassie Tyler (Grade 10, Health Assisting, 4th place in Medical Terminology); Kaylah Joseph (Grade 11, Health Assisting, 2nd place in Nurse Assisting); Michelle Brown

(Grade 12, Culinary Arts/Baking, 2nd place in Culinary Arts). These students will advance to a District competition in February that feeds into the state competition in April.

Avalon Development: The SHA was contacted earlier in the day by the developer for the affordable rentals proposed for the Raytheon site, offering to make a presentation to the Board. The Board agreed by consensus to invite the developer to an upcoming meeting.

Liaison Reports:

SHT: L. Pastuszek provided a draft census analysis that indicates creation of a total of 300 qualified affordable units will allow the Town to reach the 10% requirement through the 2020 census. The SHT is in the process of renewing the Town's Housing Production Plan. The SHT is searching for trustees to fill two vacancies.

CPC: S. Cline reported that Warrant articles have been approved, including a 10% allocation to the SHT. Administrative funds allocated to the RHSO appear on a separate line and are not included in the 10% allocation.

Resident Services State Funding Effort: S. Swanger is spearheading an initiative to create legislation to fund resident services programs, largely focused on youth services. A collection of housing authority directors and other stakeholders met January 19 to review resident services programming, efforts to expand, and the focus of this renewed effort. The next meeting is scheduled for February 23.

Open Forum: No comments.

UNFINISHED BUSINESS

ED Survey: The form has been finalized. S. Cusolito will circulate her assessment by February 15. Members will provide their input to S. Swanger and S. Cline by March 1. Member input will be compiled and presented at either the March or April meeting.

Fair Housing / Public Procurement: In anticipation of future property acquisitions, S. Cusolito sought guidance from DHCD legal counsel and fair housing specialist Margaux LeClair concerning the real property public procurement process and fair housing requirements. Any burden to demonstrate housing discrimination against a member of a protected class would fall to the procuring agency. Persons of low income do not represent a protected class.

Meeting Time Change: The Board agreed by consensus to change its regular meeting time to 4:00 pm on the second Tuesday of each month.

Conflict of Interest Training: Members were asked to submit certificates of completion to the SHA for submission to the Town Clerk.

Smoke-Free Policy Development: As there is some polarity between tenant survey results supporting a smoke-free environment and the opinion of some on the Board, S. Cusolito requested the Board appoint two Members to a proposed subcommittee comprised additionally of tenants and a representative of the Board of Health. Some tenants suggested presenting a petition to the Board in favor of a smoke-free environment. At this time, the Board does not wish to form such a subcommittee; rather, it will review the policies of other housing authorities.

Police Station Re-Use: S. Cusolito reiterated to Town Planner J. Kablack the Board's interest, first expressed to the Board of Selectmen in April 2015, in exploring a commercial/housing opportunity at the site of the former police station. J. Kablack noted that the upcoming Special Town Meeting article will ask the Town to vote to sell the property to recover the value of the land. In addition to the February 9 Special

Town Meeting, the matter will be discussed at a community forum scheduled for February 4. Ms. Kablack advised to communicate the continued interest directly to the Board of Selectmen.

A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted, to authorize S. Swanger to sign a letter on behalf of the SHA Board of Commissioners, reflecting the SHA's continued interest in exploring housing opportunities on the former police station site.

DIRECTOR'S REPORT

Vacancies: No vacancies.

Evictions: Two pending cases have been resolved.

Maintenance: Routine and inspection work orders are underway.

Adjourn: A motion was made by J. Deutsch, seconded by S. Cline, and unanimously voted to adjourn the January 12, 2016 Regular Session. K. Kang was not present for the motion/vote. The time was 6:35 p.m.

Yes: S. Cline

Yes: J. Deutsch

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director