

## 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

March 15, 2016

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:05 p.m. Those present were: Chair: S. Swanger; Vice Chair: K. Kang; Treasurer: S. Cline; Member: J. Deutsch; Executive Director: S. Cusolito.

**Minutes:** A motion was made by J. Deutsch, seconded by S. Cline, and unanimously voted, to approve the minutes of the February 2, 2016 Regular Session.

**Checks Approval:** A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve checks written in February 2016.

A motion was made by K. Kang, seconded by S. Cline, and unanimously voted, to approve the January 2016 monthly operating statements.

### **NEW BUSINESS**

**Lead Certification:** Commissioners signed the annual Lead Certification.

**Formula Funding Plan:** A motion was made by J. Deutsch, seconded by S. Cline, and unanimously voted, to approve the five-year formula funding plan.

K. Kang recommended combining 705 tub surround and bathroom renovation projects slated for FY17.

**Formula Funding Fees:** A motion was made by J. Deutsch, seconded by S. Cline, and unanimously voted, to approve an administrative fee of \$313.84 for FISH 288037, Heat Conversion, and \$632.66 for FISH 288045, Septic System Upgrades, payable to S. Cusolito.

**Rent Write-Offs:** A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve a write-off of \$0.1 for a 667 tenant who relocated to a nursing home.

Commissioners requested seeking repayment of \$9,166 from a 705 tenant who vacated in January 2014.

**ED Survey Results:** A consolidated performance report was presented. Merit increase and the FY17 work plan will be discussed at the April 12 Regular Session. K. Kang offered to prepare a summary of suggestions for the ED survey.

**Public Housing Notice: Commissioner Contact Information:** The DHCD is now requiring report of contact information for each Commissioner.

**Liaison Reports:** S. Cline and J. Deutsch a day-long CPA forum in Framingham sponsored by MHP. Of note were the array of services offered by MHP and the variety of approaches to utilizing CPA funds taken by LHA's in other towns. Also noted was a significant shift from utilizing funds for preservation rather than development.

S. Cline and S. Cusolito attended the Housing Production Plan workshop hosted by the Regional Housing Services Office. The workshop was designed as an opportunity for the community to provide input to the update of the Sudbury's Housing Production Plan.

K. Kang reported that she will attend tonight's Candidate's Night and promote both creation and preservation of affordable housing.

**Open Forum:** No comments.

### **UNFINISHED BUSINESS**

**Smoke-Free Policy:** Having reviewed the policies of several housing authorities, the Board requested S. Cusolito draft a policy.

**Avalon:** David Gillespie, AvalonBay VP of Development, will present to the Board at its April 12, 2016 meeting.

**Tub Surround Project:** Exterior work was just completed. A final walk-through by the architect is upcoming.

### **DIRECTOR'S REPORT**

S. Cusolito will attend the NAHRO conference in May. A phone conference to discuss affordable housing activities in Town is scheduled for March 18 with Senator Eldridge.

**Vacancies:** One 667 tenant passed away and one gave notice to relocate closer to family. Prospective tenants are undergoing screening, with both occupancies slated for April.

**Evictions:** Two tenants were served Notices to Quit for non-compliance with multiple requests for re-certification information.

**Maintenance:** Routine and inspection work orders are underway.

**Adjourn:** A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted to adjourn the March 15, 2016 Regular Session. K. Kang was not present for the motion/vote. The time was 5:45 p.m.

Yes: S. Cline

Yes: J. Deutsch

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director