

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

July 12, 2016

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

Also present: Sudbury resident Marjorie Stern, prospective associate member

Minutes: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the minutes of the June 14, 2016 Regular Session.

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

NEW BUSINESS

FY17 Budget Approval: The SHA was notified on July 1 that the FY17 budget, submitted in February, was approved.

FISH 288046 ASHP Approval to Bid: The approval to bid was received, dated July 5, 2016.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to accept the DHCD lowest, qualified, responsible contractor recommendation for FISH 288046, Air Source Heat Pumps (Phase III).

AUP Standard Contract: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously voted, to engage Gary L. DePace, CPA, PC, to perform the FYE16 Agreed Upon Procedure and to authorize S. Cusolito to execute the engagement and K. Kang to execute the contract on behalf of the SHA.

Public Housing Administration Notices: S. Cusolito provided the link to those notices published since the last meeting.

Regarding PHN 2016-19, the Board declined to nominate a member for election to the Regional Capital Assistance Team (RCAT) Advisory Board.

667, 705 Wait List Opening: A motion was made by J. Deutsch, seconded by S. Swanger, and unanimously voted, to open the c. 667 wait list for the earlier of a period not to exceed two months, or until receipt of 45 applications; and to open the c. 705 wait list for the earlier of a period not to exceed two months, or until receipt of 35 applications, pending approval from the DHCD.

New Duplex, SHALIP Lotteries: Tabled.

705 Continued Occupancy Waiver: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted, to approve the waiver to 760 CMR 5.06(2) to permit continued occupancy to a resident family, and to charge a monthly rent corresponding to 27% of the family's net monthly income.

ED Contract: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously voted, to accept and execute the contract of employment between the Sudbury Housing Authority and Sheila M. Cusolito, Executive Director, as amended.

A motion was made by J. Deutsch, seconded by S. Cline, and unanimously voted, to amend s. 9 (1) of the SHA Employment Policy to add: *This policy applies to the executive director at the discretion of the SHA Board of Commissioners.*

Administrative Fees: Tabled.

Accessible Unit Grant: There is funding through the DHCD targeted for LHA's that do not have the requisite number of accessible units. The property at 8 Oakwood was previously identified as a possibility for conversion, as was that at 9 Richard. K. Kang and S. Cusolito will arrange to tour both properties.

Liaison Reports: L. Pastuszek outlined the SHT proposals presented to the ZBA simultaneous with the SHA's request for consideration of funding arising from the Town's development agreement with National Development. She and RHSO administrator L. Rust discussed the possibility of the SHA making a request for funds directly to the SHT to augment the SHA's \$180K in CPA funds and \$90K awarded by the ZBA.

The Maynard Road project is experiencing some delays related to owner/developer finances; the firm has requested funds to pay utility costs.

Members expressed an interest in exploring the option to purchase one of the Maynard Road properties.

S. Swanger and L. Pastuszek will research parcels previously identified by the Blue Ribbon Housing Site Selection Committee for possible transfer to the SHA. L. Rust will be contacted for updated information related to these parcels, as well as others that have been identified in the interim.

Interest was expressed in the RFP for the old police station, due to be published July 13. K. Kang offered to contact the list of recipients to inquire about interest in partnering with the SHA on development.

L. Pastuszek offered to draft a gun possession policy.

J. Deutsch suggested sending SHA minutes to Selectmen liaison S. Iuliano and wondered if the SHA meeting day/time might change to accommodate the BOS meeting schedule.

L. Pastuszek reported that Glenn Garber, formerly a town planner, is filling in at the planning office following J. Kablack's retirement. The Board requested that S. Cusolito inquire about its representation on the search committee for the new director of planning.

The Board discussed generally an interest in applying for CPC funds and committed to continue the discussion in order to identify its highest priority project(s). Solar panel installations through power options were mentioned, as was accessible unit conversion.

Open Forum: No comments.

UNFINISHED BUSINESS

Tub Surround Project Change Order: A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously voted, to approve the Change Order on FISH 288039, Tub Surround Replacement, to repair deteriorated exterior materials uncovered during surround replacement, with payment due to Vareika Construction, Inc., in the amount of \$5,277.20.

Tub Surround Certificate of Final Completion: A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously voted, to approve the Certificate of Final Completion and Certificate of Payment on FISH 288039, Tub Surround Replacement, with payment due to Vareika Construction in the amount of \$11,184.80.

Patio Certificate of Substantial Completion: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the Certificate of Substantial Completion on FISH 288040, Concrete Patio.

A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted, to approve, when received, the Certificate of Final Completion and payment to Site Improvements, Inc., in the amount of \$2055.50, pending satisfactory completion of punch-list items and receipt of certified payrolls.

Development Update: As discussed during Liaison Reports.

DIRECTOR'S REPORT

Vacancies: One 667 vacancy is scheduled to be filled mid-July by a non-elderly disabled applicant.

Evictions: One Notice to Quit for non-payment resulted in a full restitution.

Maintenance: Routine work orders are underway, as is some non-routine repair of rotted trim and siding at the Village.

Adjourn: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted to adjourn the July 12, 2016 Regular Session. The time was 5:45 p.m.

Yes: S. Cline

Yes: J. Deutsch

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director