

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING September 13, 2016

The SHA met in open session at 55 Hudson Road, Sudbury, at 7:00 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.

Guests Elizabeth Rust, RHSO; and Susan Iuliano, Board of Selectmen: E. Rust provided an overview of the Regional Housing Services Office, of which Sudbury is a part. The RHSO is funded by the CPA administrative fund (approximately \$30,000) and the Sudbury Housing Trust (\$15-25,000) and comprises a staff of four part-time employees. Each member town has a member on the advisory committee; the planning director is Sudbury's member. In addition to compliance monitoring, the RHSO acts as a lottery agent or monitor. Income from lottery activities funds a small grants program that in turn funds modest repairs to the homes of income-qualified residents. The SHA is able to make use of RHSO services, either directly or through a request to the SHT. The RHSO is currently assisting the SHA with developing the advertisements for the upcoming open application period and will perform the lotteries at the close of the period.

The Board and guests engaged in a discussion of the SHA's renewed effort to review Town-owned parcels identified in 2003 by the Blue Ribbon Housing Site Selection Committee (BRHSSC) as prospective housing sites. Some parcels were subsequently deemed unacceptable and some were deemed as possible sites for municipal expansion. Of parcels brought to ATM 2004, only one—a still-vacant parcel west of the Hudson Road fire station—was voted for both transfer to selectmen and sale to the SHA; however the transfer was constrained by a timeline of two years for determination by the Town that the land was not needed for a potential new police station and dispatch center, a timeline that was not met.

The SHA is reviewing additional opportunities, including, privately owned parcels and the old police station. At a recent SHT meeting, the SHA expressed an interest in purchasing one or more of the three Maynard Road units currently under construction. Also discussed were mechanisms through which other LHAs create affordable housing, including formation of non-profits or economic development entities, and the availability of CPA funds for such preliminary work as site surveys and perc testing. Liz Rust offered to provide an outline of points to consider as the SHA evaluates its options.

The Board discussed a parallel effort of exploring properties and identifying funding sources. The SHA is considering submitting a request to the CPC for the 10% annual appropriation to increase the types of opportunities it can consider to create additional units of housing for those in the low- and extremely low-income range, including mixed-use and special needs housing.

Selectman Iuliano offered that residents might be resistant to considering the SHA's housing proposals because of the three developments currently in the pipeline. She also reiterated the Town's interest in adding the old police station site to the Town's tax role and noted the high cost the SHA would incur to acquire and develop the parcel.

Following a more thorough investigation of properties in partnership with Liz Rust, the SHA will schedule with Selectmen Iuliano and Town Manager Melissa Rodrigues for discussion.

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

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

NEW BUSINESS

New Duplex and SHALIP Wait List Openings: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted, to open the New Duplex and SHALIP wait list coincident with the DHCD-approved opening of those for the c. 667 and c. 705 programs.

Public Housing Administration Notices: S. Cusolito provided the link to those notices published since the last meeting. She noted that the SHA was unable to schedule the mandatory inspection training (PHN 2016-24) due to limited scheduling.

Employment Policy and Gun Policy: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the revisions to the SHA Employment Policy.

A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously voted, to approve the gun policy as modified.

ASHP Phase III Bid Results, DHCD Recommendation: At its July 12, 2016 Regular Session, the Board voted to accept the DHCD lowest, qualified, responsible contractor recommendation. Eight bids were received, with the recommendation to accept the proposal of the lowest bidder, Araujo Industries, but only for the base bid of \$192,000 for installation of 12 residential units and four to be installed in the Community Room. The two alternates would have increased the residential installations to 16.

Administrative Fees: Tabled.

Reappointment of S. Cline to the CPC: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to reappoint Commissioner S. Cline to the Community Preservation Committee for the term ending May 31, 2019.

Contract Approval, Lynch Tree: A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously voted, to approve a contract between Lynch Landscape & Tree Service, Inc. and the SHA in the amount of \$5,700 for pruning and tree removal at Musketahquid Village.

Liaison Reports: S. Cline reported that the CPC has not published a meeting schedule yet. She explained that the CPA administrative funds support both the RHSO and Town Counsel, as well as covering costs for some consulting contracts, and that requests for these funds must be very specific.

L. Pastuszek reported that the Housing Trust is assessing its options with the Maynard Road property and the developer, Transformations.

Open Forum: No comments.

UNFINISHED BUSINESS

Tub Surround Project Certificate of Substantial Completion: A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously voted, to approve the Certificate of Substantial Completion, received out of sequence, on FISH 288039, Tub Surround Replacement; to authorize K. Kang to sign on behalf of the SHA; and to ratify the July 12, 2016 affirmative vote on the Certificate of Final Completion and the Request for Payment.

Patio Project Certificate of Final Completion and Request for Payment: At its July 12, 2016 Regular Session, the Board voted to approve, with conditions, the Certificate of Final Completion and Request for Payment of \$2,055.50 to Site Improvements, Inc. The CFC arrived lacking appropriate signatures and was returned for recirculation. K. Kang will be contacted when the executed version is received.

Development Update: As discussed with L. Rust and S. Iuliano.

DIRECTOR'S REPORT

The cash receipt report was presented.

Vacancies: One long-time 705 tenant moved in early August. Extensive rehabilitation is required, much of which will be handled by maintenance. Bids were sought for additional work to install cabinets; countertops; and some flooring, as well as to replace some bathroom components.

Evictions: No actions.

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

Adjourn: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously voted to adjourn the September 13, 2016 Regular Session. The time was 9:15 p.m.

Yes: S. Cline

Yes: J. Deutsch

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director