

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

October 4, 2016

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 p.m. Those present were: Chair: K. Kang; Treasurer: J. Deutsch; Member: L. Pastuszek; Member: S. Swanger; Executive Director: S. Cusolito.

**Minutes:** Tabled.

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

#### **NEW BUSINESS**

**FY17 Q1 Financial Report:** A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the FY17 Q1 financial reports.

A budget amendment will include an adjustment for the over-projection in rental income for the approved 400-1 budget.

**New Duplex Payment to MHP Fund Board:** A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously voted, to approve a payment of \$15,371.15, representing 50% of the excess gross cash receipts for FY16, per the agreement between the SHA and the DHCD.

**Contract Award, Pine Street Unit Rehab:** A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted, to approve a contract between MJ Connors Company, Inc. and the SHA in the amount of \$12,158 for 17-12 Unit Rehab and to authorize K. Kang to sign on behalf of the SHA.

**Rent Policy:** A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the revision to the Rent Policy.

**Procurement Law Update:** S. Cusolito outlined some of the changes in the laws governing procurement, all of which become effective November 7. The recent procurement training focused on the revised versions.

**CPO Appointment:** A motion was made by J. Deutsch, seconded by S. Swanger, and unanimously voted, to appoint the SHA executive director as the Chief Procurement Officer, CPO for the SHA.

**Public Housing Administration Notices (27 and 28):** S. Cusolito provided the link to those notices published since the last meeting.

**Administrative Fees:** Tabled.

**Liaison Reports:** L. Pastuszek reported that the Housing Trust has met in executive session regarding the Maynard Road development.

**Open Forum:** No comments.

## **UNFINISHED BUSINESS**

**AUP Update:** The SHA received an outline of items needed for the AUP (Agreed Upon Procedure) scheduled for October 19. Most material will be provided in advance, with some review occurring on site.

**ASHP Project Update:** S. Cusolito reported that the contract hasn't been received from the contractor, causing a delay in scheduling a kick-off meeting.

**Wait List Openings:** The DHCD division that oversees the New Duplex program has not given a final approval on the advertising or application for this campaign. Their requirements are sufficiently restrictive that it risks some confusion on the part of applicants. The division did deny the SHA's proposal to streamline the process for applicants, which would have resulted in the added benefit of enhanced flexibility in the SHA's ability to place applicants in appropriate housing. The apparent mechanism for pursuing such proposals is to amend the regulatory agreements for both the New Duplex and SHALIP programs; however, the likelihood of successful revision is apparently very low.

**Development Update:** Liz Rust sent materials to guide the Board through its review of parcel feasibility. The Board continued its discussion of the types of housing opportunities it will explore, including special needs and veterans housing. The Board discussed the form of a possible request to the CPC for funds in FY18. K. Kang favors a request for preservation funds, which could be an option for the Fall 2018 ATM. S. Swanger and L. Pastuszek offered to draft a proposal for submission to the CPC for the 10% annual appropriation of CPA funds for FY18.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

**Vacancies:** The transfer tenant screening for the Pine St. vacancy has been completed and the review of the applicant for the New Duplex unit has begun.

**Evictions:** No actions.

**Maintenance:** Routine work orders and turnover work are underway. Geoff Beharrell offered his resignation, effective October 14. S. Cusolito requested the Board approve a \$3/hour pay differential in order to be able to hire a maintenance supervisor.

A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted, to approve a \$3/hour pay differential for a maintenance supervisor.

**Adjourn:** A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously voted to adjourn the October 4, 2016 Regular Session. The time was 5:25 p.m.

Yes: J. Deutsch  
Yes: K. Kang  
Yes: L. Pastuszek  
Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director