

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

November 8, 2016

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 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.

Also present: Sudbury resident Amy Lepak.

Minutes: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the minutes of the September 13, 2016 Regular Session as amended.

A motion was made by S. Cline, seconded by J. Deutsch, and voted, to approve the minutes of the September 16, 2016 Special Session. S. Swanger and L. Pastuszek abstained.

A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the minutes of the October 4, 2016 Regular Session as amended.

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

NEW BUSINESS

FY17 Q2 Financial Report: S. Cusolito presented the reports and confirmed that rent collections continue to be on schedule, with only a small tenants' accounts receivable balance.

The budget amendment that will include an adjustment for the over-projection in rental income for the approved 400-1 budget, as well as in administrative salaries, will be submitted after the new year.

Rent Write-Off: A motion was made by S. Cline, seconded by S. Swanger, and voted, to approve a rent write-off of \$10,882 owed by a c. 705 tenant who vacated in the midst of eviction proceedings. J. Deutsch abstained.

The SHA attempted to collect on this debt through requests made to several attorneys. The Board considered the option to file in Small Claims Court. Both the SHA's accountant and the AUP accountants recommended the write-off, as the debt now dates to 2014.

Revised Income Limits: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to adopt the income limits for admission to state-aided public housing, effective retroactive to August 1, 2016, as follow:

<u>1 person</u>	<u>2 people</u>	<u>3 people</u>	<u>4 people</u>	<u>5 people</u>	<u>6 people</u>	<u>7 people</u>	<u>8 people</u>
\$51,150	\$58,450	\$65,750	\$73,050	\$78,900	\$84,750	\$90,600	\$96,450

Public Housing Administration Notices (29–33): S. Cusolito provided the link to those notices published since the last meeting. RCAT board member elections are coming up.

Eversource Project: Eversource approached the SHA in September about work, characterized as necessary, that involved reconnecting two transformers at the Village, related to a 2012 fault. The work was not well-defined and prior to being scheduled, a fault occurred in another section. An attempt was made to repair both the current fault condition and replace the cable running between all transformers involved with the two faults; however damaged equipment resulted in delays in the cable replacement. Eversource agreed to postpone the work until it could better define the scope and impact on the Village and its residents.

Schedule of Positions and Compensation: A revised Schedule for FY16 was circulated for signature.

Liaison Reports: L. Pastuszek reported that the Housing Trust met several weeks ago and again on Monday. The Trust supported a CPA fund request she drafted on behalf of the SHA that was more limited in scope than the request ultimately submitted. She will follow up at the next Trust meeting with a request for support. The SHT postponed a presentation request from the Coolidge developers.

S. Cline reported that the CPC met on October 19, a meeting which she was unable to attend. Chris Morley was re-elected as Chair. The schedule for upcoming meetings was established.

Open Forum: No comments.

UNFINISHED BUSINESS

AUP Update: The site visit occurred on October 19. No immediate concerns were conveyed to staff. A draft report is expected by the end of November. S. Cusolito had K. Kang sign October's timesheets, as recommended by the AUP.

ASHP Project Update: S. Cusolito reported that the kick-off occurred on October 31, though the contracts were not received in time to execute the Notice to Proceed. A draft project timeline, with a duration of six weeks, was provided.

Wait List Openings: The advertisements to apply for housing were widely distributed mid-October. The New Duplex legal team at DHCD had many requirements for the ad. There is some concern that the ad will confuse and discourage prospective applicants. The DHCD denied a proposal to streamline the process for applicants. Some portions of the proposal would require changes to regulatory agreements; this will be revisited at some point in the future.

Development Update: S. Cusolito reported that the Melone property environmental review, which she will attend, is scheduled for November 17 at 7:00 pm, Lower Town Hall. She also circulated the list of bidders on the old police station; three bids were received.

Draft CPA fund requests were received from both L. Pastuszek and S. Swanger. S. Cusolito consolidated the two and included comments from S. Cline. The proposal was submitted on the deadline, November 7.

DIRECTOR'S REPORT

The cash receipt report was presented.

October timesheets were reviewed and signed.

S. Cusolito reported having passed the three-course series on procurement offered through the Office of the Inspector General. She is eligible for Massachusetts Certified Public Purchasing Official (MCPPO) designation and plans to apply in the spring.

Vacancies: A second waiver for the Pine St 705 vacancy was requested. The contractor did not provide submittals, which delayed the start date. A New Duplex tenant will transfer to this unit; the New Duplex vacancy will be filled by an applicant on the current wait list. Screening is complete.

A death at the Village occurred in early October. Two emergency applicants (under 60/disabled) are undergoing screening.

Evictions: No actions.

Maintenance: Ramon Baez accepted the full-time maintenance position. Four candidates were interviewed for the part-time (18 hours weekly) position; the field has been narrowed to two.

Routine work orders and turnover work are underway.

Adjourn: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously voted to adjourn the November 8, 2016 Regular Session. The time was 5:20 p.m.

Yes: S. Cline

Yes: J. Deutsch

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director