

## **SUDBURY HOUSING AUTHORITY**

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### **MINUTES OF THE REGULAR MEETING**

December 13, 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.

Also present: Sudbury resident Amy Lepak.

**Minutes:** A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the minutes of the November 8, 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 November 2016.

#### **NEW BUSINESS**

**2017 Meeting Schedule:** A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the 2017 meeting schedule as amended.

Regular meetings are held on the second Tuesday of the month. The February 2017 meeting was rescheduled to February 7.

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

**Credit Card Use Policy:** This policy requires revision; however, the extent of revision is not yet defined.

**DHCD Performance Management Review:** This newly mandated review, outlined in PHN 2016-36, is scheduled for late summer for the housing management piece, with the facilities portion slated for the fall.

**Public Housing Administration Notices (34–38):** S. Cusolito provided the link to those notices published since the last meeting.

**Liaison Reports:** L. Pastuszek reported that the Housing Trust met on December 12 and that the bank will auction the Maynard Road property tomorrow. On December 9, the developer/owner filed for both personal and corporate (Transformations) bankruptcy. The bank still has some of the funds; \$115K remains from the Trust's allocation. The Trust is not responsible for payments owed to contractors.

Members expressed varying levels of interest in the SHA acquiring one or more of the units.

A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to appoint Amy Lepak as an associate member of the SHA Board.

With the sale of the Maynard Road property, A. Lepak has stepped down from the Trust.

S. Cusolito reported that the SHA's CPA fund request will be reviewed at the January 4, 2017. S. Cline will present; S. Cusolito will attend.

**Open Forum:** No comments.

## **UNFINISHED BUSINESS**

**AUP Update:** The SHA performed very well on its first AUP, conducted in October. Some recommendations represent new requirements related to Ch. 235.

**Eversource Project Update:** The work on the underground cables began December 1 and is projected to be completed within three weeks, not including the power changeover.

**ASHP Project Update:** Outdoor work began this week, after some delay. An issue with the electrical portion of the contract is being addressed and will likely require a significant change order. The electrical contractor was asked to prepare cost proposals on two options.

**Wait List Openings:** The deadline for receipt of applications for the wait list lotteries was December 12. The number of applications doubled in the last week, with a total of 449 applications received by the deadline. The majority of applicants require family housing. 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 on the second of two Melone property community meetings focused on environmental conditions on the site. The consulting firm GeoInsight presented data from ongoing groundwater monitoring at the November 17<sup>th</sup> meeting. The firm's recommendation is to close some significant data gaps in order to best assess the site for possible use.

At its December 20 meeting, the Board of Selectmen will vote on accepting one of the three bids for the former police station.

S. Cusolito encouraged the Board to consider which members will participate in reintroducing land transfer

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

November timesheets were reviewed and signed.

Administrative Assistant J. Howe attended a workshop on evictions on December 2, facilitated by the legal team Driscoll & Driscoll. The emphasis was on the cost-effectiveness of eviction proceedings over repayment agreements with "high-risk" tenants.

**Vacancies:** A second waiver for the Pine St 705 vacancy was approved. 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 and a new lease was signed on December 9.

**Evictions:** Two Notices (one 14-Day to a 705 tenant; one 30-Day to a 667 tenant) were delivered this week.

**Maintenance:** Moshe Jacob was hired on November 29 for the maintenance mechanic/laborer position. He'll work 18 hours/week, M-F.

Routine work orders and turnover work are underway.

**Adjourn:** A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted to adjourn the December 13, 2016 Regular Session and move to Executive Session for the purpose of discussing real property acquisition, as discussion in open meeting might have a detrimental effect on the negotiating position of the SHA, not to return to Open 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