

## **SUDBURY HOUSING AUTHORITY**

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

January 10, 2017

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; CPA Jenna Milne.

**Minutes:** A motion was made by J. Deutsch, seconded by S. Swanger, and voted, to approve the minutes of the December 13, 2016 Regular Session as amended. S. Cline abstained.

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

### **NEW BUSINESS**

**October and November 2016 Financial Reports:** The reports were presented. CPA J Milne noted that insurances came in higher than expected.

**FY17 Budget Amendment:** CPA J. Milne presented the 400-1 amendment, which corrected for an overprojection of rental income. Also included was the state's portion of the executive director salary, which did not change from the original budget, but was included to clarify the salary distribution across all programs.

A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted, to approve the FY17 budget amendment as presented.

**FY18 Budget:** J. Milne presented the proposed FY18 budget, noting that the budget guidelines approve a 3% increase in the ANUEL. She noted that because the SHA is a retained revenue authority, it has some flexibility in its budgeting process. She explained the value of identifying and budgeting for non-routine maintenance items; this year, the SHA has increased its non-routine maintenance budget. Ms. Milne also noted that the State has authorized a one-time payment of \$200/unit (\$16,000 for the SHA) for extraordinary expenses.

Commissioners spent some time discussing its interest in reviewing the 3% increase in the ANUEL, particularly the ED salary line, after the budget is approved by the DHCD.

A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the FY18 budget as presented.

**Annual Town Report:** Commissioners provided some content for this annual report, signing to authorize its submission.

**Wait List Lotteries:** S. Cusolito summarized the results of the two-month window during which applications for all housing programs were accepted. A total of 450 on-time applications were received, with 325 unique applicants. Applicants whose incomes fall into the extremely low-income category ( $\leq 30\%$  of AMI) exceeded all other income categories 10:1. Applications for family housing exceeded those for elderly/handicapped housing by nearly the same margin.

The lotteries will be held January 12, 7 pm at Musketahquid Village. Selectman Len Simon will draw the applicant names and Liz Rust, of the RHSO, will record the results.

S. Cusolito described some of the time-intensive tasks involved with this unprecedented initiative. After some discussion, Commissioners authorized a payment, requesting that in the future, such requests be made in advance.

A motion was made by S. Swanger, seconded by J. Deutsch, an unanimously voted, to approve a fee of \$800, payable to S. Cusolito.

**Public Housing Administration Notices (40–41):** S. Cusolito provided the link to those notices published since the last meeting.

**Executive Director Contract:** S. Cusolito reported that her contract, signed by the Board last July with an effective date of August 17, 2016, was not signed by the DHCD. The DHCD elected to hold such contracts in anticipation of updating the contract template. It published PHN 2016-40, which contains the new template, on December 27, but did not provide sufficient opportunity for clarifications.

It was agreed that the subcommittee of S. Swanger and S. Cline would work with S. Cusolito to map the original contract to the new template prior to any presentation to the Board.

**Liaison Reports:** Tabled.

**Open Forum:** No comments.

## **UNFINISHED BUSINESS**

**AUP Final Draft:** Tabled.

**ASHP Project Update:** S. Cusolito reported that the scope of work for the electrical subcontractor will need to expand to accommodate code issues that were overlooked in the design phase. Quotes were requested for two options; however, only the least costly option was quoted. The DHCD would not authorize the \$41K expenditure for this option. It did not anticipate the scale of this increase, nor did it view the option—to install outdoor sub-panels—as a safe option. A second option—to relocate the panel in each apartment—was not quoted, but expected to run at least \$80K. At a January 5 stakeholder meeting, a third option, with anticipated costs of \$30K, was proposed. This was followed by a January 7 assessment by the electrical inspector, who provided verbal approval to waive a portion of the current code (related to the location of sub-panels) in order to accommodate this option. A source of additional funds has not been identified to date.

**CPA Fund Request:** Tabled.

**Development Update:** Tabled.

### **DIRECTOR'S REPORT**

The cash receipt report was presented.

December timesheets were reviewed and signed.

All other discussion was tabled.

**Adjourn:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted to adjourn the January 10, 2017 Regular Session. The time was 6:05 p.m.

Yes: S. Cline

Yes: J. Deutsch

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director