

SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD
SUDBURY, MASSACHUSETTS 01776
sudburyhousing@verizon.net

SHEILA M. CUSOLITO
Executive Director

PHONE: 978-443-5112
FAX: 978-443-5113

MINUTES OF THE REGULAR MEETING

February 7, 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: S. Swanger; Executive Director: S. Cusolito

Also present: Sudbury resident Amy Lepak

Minutes: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the January 10, 2017 Regular Session.

Checks Approval: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve checks written in January 2017.

The FY17 Q3 Financial Reports were presented.

NEW BUSINESS

CPA Fund Request: At its January 18, 2017 meeting, the Community Preservation Committee voted unanimously to forward the SHA's project request for \$212,600 for Town Meeting approval. S. Cline confirmed that the amount represents 10% of the FY18 budget allocation for housing.

SHA Board Composition/Legislative Changes (PHN 2017-04): In contrast to all previous Notices issued since Ch. 235 was signed in 2014, on January 31, the DHCD notified LHAs that commissioners whose terms are expiring should not seek re-election in anticipation of replacing one Town-elected seat with a tenant-elected seat. All previous communications instructed LHAs to proceed as usual *until* the DHCD published regulations establishing procedures for tenant elections; those regulations have not yet been issued. The Board has engaged in much thoughtful preparation for this transition, anticipating the phase-in with the 2018 vacancy. As S. Swanger had taken out nomination papers and as the Town Clerk received instruction from the State Elections Division legal counsel (with Town Counsel concurring) that it would be illegal to remove the seat from the ballot, the Board agreed by consensus that S. Swanger, whose position expires in May, should submit nomination papers by the deadline of February 8.

The Board also discussed the governor's appointee seat, held by J. Deutsch, whose term expired in July 2014. A continued interest in serving was communicated to both the Patrick and Baker administrations; however, the re-appointment has not been made. Ms. Deutsch now has plans to relocate out of state. The Board discussed its options for nominating her replacement, but has elected to hold further discussion until after the Town elections in late March.

Public Housing Administration Notices (01-04): S. Cusolito provided the link to those notices published since the last meeting.

RCAT Physical Needs Assessment: The SHA's project manager, Jeffrey Baxter, was on site January 23–25 to perform a needs assessment and to update the Capital Planning System inventory. The RCAT will participate in the upcoming FY18 capital plan development, as well as assist with FY17 capital projects under \$50K that have not yet been initiated.

Conflict of Interest Training: all commissioners and the director are required to acknowledge receipt of the Summary, as well as to take the on-line training. All staff will take the on-line training.

Liaison Reports: CPA: S. Cline reported that the wording of the warrant articles was discussed at the last meeting.

Housing Trust: L. Pastuszek reported that the Trust met shortly after the December 14 Maynard Road auction and again last week. The Maynard Road buyer, Property Acquisition Group, met with the Trust. The company, which plans to self-finance the project, presented its budget and negotiations for a development service s agreement are underway. The anticipated completion date is 3–4 months. MassHousing approval is required. The Trust is extending Leonardi Aray's contract to consult on the project.

Open Forum: No comments.

UNFINISHED BUSINESS

Wait List Lotteries: The lotteries were held on January 12, 7 p.m., at the Village. Selectman Len Simon drew the names, which were recorded by RHSO staff member Liz Rust. Control numbers were assigned as required and all those selected were notified by postal mail.

ASHP Project Update: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve Change Order #1 for FISH 288046, Air Source Heat Pumps (Phase III), in the amount of \$20,181.84 and to authorize K. Kang to sign on behalf of the SHA.

The funding source for the Change Order has not yet been established; however, the project cannot move forward with the electrical upgrades specified.

A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously voted, to approve a payment for Requisition #1 to Araujo Bros. Plumbing, Inc in the amount of \$14,393 for FISH 288046, Air Source Heat Pumps (Phase III) and to authorize K. Kang to sign on behalf of the SHA.

Pine Street Unit Rehab: The SHA received an invoice for the contract amount; however, punch list items have not been completed and the architect did not approve the invoice. The SHA will meet with the contractor, architect, and DHCD construction advisor to resolve issues related to construction delays and schedule punch list items. The Board agreed by consensus to hold it approval to pay until after the meeting.

Development Update: S. Swanger and S. Cusolito will attend tonight's Selectmen's meeting, at which the Melone property next steps will be discussed. DPH director Bill Murphy has been asked to comment on the environmental report prepared by GeoInsight. L. Pastuszek noted that the study was funded with \$150K from the housing portion of CPA funds, based on a report that indicated that the property's highest and best use is housing.

DIRECTOR'S REPORT

The cash receipt report was presented.

The DHCD is no longer requiring Board review of ED timesheets.

S. Cusolito attended a February 2nd presentation on housing considerations for aging in place, hosted by the Framingham Fair Housing Committee. Originally scheduled was a HUD presentation on its fair housing mandate; however, the agency did not have clearance to make the presentation.

S. Cusolito and N. Vigezzi visited Acton Housing Authority in December to obtain an overview of the PHA accounting features.

Vacancies: Turnover of the 667 unit vacated in December is nearing completion, as is final screening on the prospective tenant. Notice was just received that a 2-bedroom vacancy will occur at the end of this month. An emergency applicant from the recent wait list opening will be screened.

Evictions: One of two Summary Process Summons and Complaints was not filed; charitable donations of rent were received on behalf of the tenant. Discovery and Answer Forms were received from Legal Services on the second matter, resulting in a rescheduled court date of February 23.

As a first step in providing support for those whose tenancies are compromised by non-payment, S. Cusolito is researching agencies that provide financial literacy programs or funding to support development of such a program.

Adjourn: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted to adjourn the February 7, 2017 Regular Session. The time was 5:10 p.m.

Yes: S. Cline

Yes: J. Deutsch

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director