

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

March 27, 2017

The SHA met in open session at 55 Hudson Road, Sudbury, at 9:00 a.m. Those present were: Chair: K. Kang; Vice Chair: S. Cline; Treasurer: J. Deutsch; Member: S. Swanger; Executive Director: S. Cusolito

Also present: Associate Member: Amy Lepak; prospective Associate Member: Terry Layden

Members introduced themselves to Sudbury resident Terry Layden, who is interested in joining the Board.

Minutes: A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously voted, to approve the minutes of the February 7, 2017 Regular Session.

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

The January 2017 Financial Reports were presented.

NEW BUSINESS

Fee Accountant Contract: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve renewal of the contract between the Sudbury Housing Authority and Jenna Milne, CPA for one year, through March 31, 2018.

CFA Phase II ASHP: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted, to reopen the Contract for Financial Assistance between the Sudbury Housing Authority and the Commonwealth of Massachusetts for Work Plan 1008, FISH Project 288032, Air Source Heat Pump Demonstration Project (Phase II), in the amount of \$10,400, and to authorize K. Kang, Chairperson of the Board of Commissioners, to sign on behalf of the SHA.

The project was closed prior to receipt of reimbursement. The amount is sufficient to cover submitted costs.

Executive Director Contract: A motion was made by S. Cline, seconded by J. Deutsch, and unanimously voted, to approve the contract between the Sudbury Housing Authority and Sheila M. Cusolito as presented.

Executive Director Performance Review: S. Cusolito will submit a self-evaluation to the Board within the next three weeks; Members will submit their assessments to Steve by May 1. The evaluation will be discussed at the May 9 meeting.

Board Member Positions: State appointee J. Deutsch plans to move to New Mexico over the summer; a resignation date of July 1 was proposed to provide time to establish Amy Lepak as the SHA's recommended state appointee. Ms. Lepak will provide her resume and a letter of support for the Board of Selectmen will be requested.

A motion was made by S. Swanger, seconded by J. Deutsch, and unanimously voted, to appoint Terry Layden as an associate member of the SHA Board.

Formula Funding Fees: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve administrative fees of \$8,806.24 for FISH 288039, Tub Surround Project, and \$5,384.36 for FISH 288040, Patio Project, payable to S. Cusolito.

Lead Paint Certification: The annual certification was signed by the Board.

Public Housing Administration Notices (05-06): S. Cusolito provided the link to those notices published since the last meeting.

Mandatory Board Member Training: PHN 2017-05 outlines the mandatory board member training, which must be completed by June. Members reported on their experiences with the on-line training.

Liaison Reports: CPA: It is unclear if the SHA's CPA fund request will be part of the ATM Consent Calendar. S. Cline agreed to make the Town Meeting presentation.

Housing Trust: A. Lepak reported that her tenure on the Trust has ended.

Open Forum: No comments.

UNFINISHED BUSINESS

Conflict of Interest Training: Training certificates can be sent directly to the Town Clerk.

ASHP Project Update: The Change Order for the electrical panels was approved by the state, having been voted by the SHA Board at its February 2017 meeting. The installations are nearly complete. A change to the unit switch covers and relocation of most switches and thermostats has been requested, primarily for aesthetic reasons.

Pine Street Unit Rehab: On March 7, the SHA met with the contractor and architect in an effort to resolve issues related to construction delays and to review punch list items. DHCD construction advisor Bob Watt was unable to attend. Matters of delays were not resolved. The contractor agreed to contact the cabinet manufacturer regarding the warped cabinet doors and defective box. The architect was asked to determine the percent completion and the contractor, who had submitted a requisition for the full contract amount, was asked to resubmit the requisition. A requisition for \$9,726 was submitted. On March 23, the contractor completed most punch work items. A cabinet sales representative and a manufacturer's representative met with the SHA and contractor to view the defective cabinetry. To date, no word from the manufacturer on replacement components has been received.

A motion was made by K. Kang, seconded by J. Deutsch, and unanimously voted, to approve a payment to MJ Connors Company, Inc. reduced by no less than 50% (\$1,163) on the casework line.

After some discussion, the board approved the reduced payment to reflect the pending decision on replacing the defective kitchen cabinetry.

DIRECTOR'S REPORT

The cash receipt report was presented.

Because of increasing maintenance costs, Village residents considered options for the washers and dryers, including transferring ownership to the SHA. Ultimately tenants decided to maintain ownership and increase prices.

Vacancies: A lease for the 667 unit vacated in December was signed February 22. The 705 vacancy at Fairbank Circle was delayed until the end of March. Screening of an applicant with emergency status is underway.

Evictions: The court date for a Summary Process Summons and Complaint has been delayed for several months due to circumstances outside the control of the SHA.

S. Cusolito and representatives from Longfellow, The Coolidge, the Senior Center, and the Town social worker met with a representative from Chelmsford-based Budget Buddies to discuss establishing a financial literacy program in this area. Local volunteers are needed; Commissioners with interest in serving as coaches are encouraged.

Maintenance: Routine maintenance is underway. Unit inspections will begin in April.

Adjourn: A motion was made by J. Deutsch, seconded by S. Cline, and unanimously voted to adjourn the March 27, 2017 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 10:35 a.m.

Yes: S. Cline

Yes: J. Deutsch

Yes: K. Kang

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director