

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

April 11, 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; Member: L. Pastuszek; Member: S. Swanger; Executive Director: S. Cusolito

Also present: Associate Members: A. Lepak and T. Layden

Minutes: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the minutes of the March 27, 2017 Regular Session.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted to amend as presented the minutes of the December 13, 2016 Regular Session.

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

Fee accountant J. Milne recommended transfer of some funds from 400-1 and New Duplex accounts to CDs, to which the Board agreed by consensus.

NEW BUSINESS

Board Member Positions: J. Deutsch Resignation: With Judy Deutsch's resignation effective April 6, an expedited campaign is planned to recommend and seek support for A. Lepak. Proclamations from State legislators will be sought to acknowledge Judy's contributions to the SHA. S. Cline reported that the Town Democratic Committee will be hosting an event in honor of Judy, date to be announced.

A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to ratify the December 13, 2016 selection of A. Lepak as the SHA's candidate for the state appointment to the Board.

M. Stern, the tenant who expressed interest in the tenant board member seat, is not sure she is able to make the commitment. Interest from other tenants will be sought. The state has not clearly defined the procedure for a tenant appointment if there's no tenant-initiated interest.

Formula Funding Five-Year Plan: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the five-year Formula Funding plan as presented.

The newly involved Regional Capital Assistance Team, RCAT, recommended removing a current-year energy-savings project to take advantage of alternate funding sources; although, RCAT will not facilitate seeking out those funds. Another project was deemed unnecessary due to the in-house expertise of recently hired maintenance staff. Some lower-cost projects were added to this year's plan. A difference in

interpretation of which projects RCAT would handle, in combination with the noted adjustments, may result in spending below the benchmark in the current year, which may result in guidance from the DHCD.

Annual Town Meeting: S. Cline will present for the SHA, after conferring with K. Kang and S. Cusolito for preparation of the presentation.

Public Housing Administration Notices (07 and withdrawal of 760 CMR 6.10): S. Cusolito provided the link to those notices published since the last meeting.

Liaison Reports: Housing Trust: L. Pastuszek reported that the Maynard Road property and comprehensive permit were transferred to Property Acquisition Group. Project completion is expected to take 2–3 months. Regulatory amendments and lotteries for the two 2-bedroom units are upcoming.

CPA: No report.

Open Forum: No comments.

UNFINISHED BUSINESS

NOFA: Small Development: On March 24, S. Swanger and S. Cusolito attended an information session about this new funding program to support smaller communities undertaking small-scale development of 5–20 units. The future of the program, supported by the Baker-Polito administration, is uncertain, given the uncertainties in support of housing at the federal level. The SHA is not in a position to apply for the funding; at present, it has neither the commitment of local resources, including funding and land, nor a development plan, far enough along to meet the eligibility criteria: projects must be “shovel-ready”.

ASHP Project Update: The punch list walk-through has been scheduled. Requisition #3, in the amount of \$73,815 was signed and submitted to the DHCD. A second Change Order, for one bathroom fan, is necessary due to structural limitations that prevent installation of the selected model.

Pine Street Unit Rehab: Word was just received that the replacement cabinets will be delivered to the property on Thursday, April 13.

DIRECTOR’S REPORT

The cash receipt report was presented.

S. Cusolito and J. Howe attended the April 3 667 tenants’ meeting, at which the Formula Funding plan was presented and questions about the budget, upcoming projects, site conditions, and the rent collection policy were addressed. Tenants requested replacement of the two Community Building kitchen stoves, one of which was disposed of some time ago because it was beyond repair. There was also a request to look into water consumption from before and after the installation of the hybrid water heaters.

There were no attendees for the Formula Funding plan presentation on April 4.

Vacancies: The SHA received 30-day notice of intent to vacate a 667 unit due to relocation. Work is underway at the 705 unit vacated as a result of a death in the family.

Evictions: The 667 resident who was to appear in court on March 16 left the apartment on March 18 and has not returned. The case was continued to April 6. Because the tenant could not be located, the case was then continued to May 4. In addition to other violations, no rent has been received since November 2016.

Maintenance: Routine maintenance and 705 unit inspections are underway.

Real Property: The board is interested in hosting a house tour for Town officials and asked that the Town Manager be contacted.

EXECUTIVE SESSION: Not required.

Adjourn: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to adjourn the April 11, 2017 Regular Session. The time was 5:10 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director