

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

May 9, 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: 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 April 11, 2017 Regular Session.

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

NEW BUSINESS

Board Member Elections: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the slate as presented:

Chair: S. Cline

Treasurer: S. Swanger

Vice Chair: L. Pastuszek

Member: K. Kang

FY17 Year-End Report: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve and sign the FY17 Year-End Report.

After some discussion, Commissioners agreed by consensus that financial reports should not be posted online, but rather, made available upon request. The rationale is the unique reporting requirements from which some misinterpretation might arise.

Formula Funding Quarterly Report: The Formula Funding quarterly report was presented.

FY20 Formula Funding Award: The SHA received notification of the FY20 award in the amount of \$106,013, a 2% increase over the FY18 and FY19 funding level.

Reserves: Capital Set-Asides: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve a restriction on 400-1 reserves in the amount of \$200,000 to cover the cost of particularly extraordinary expenses.

Fee accountant J. Milne recommended this restriction as a mechanism to fund capital expenses that the SHA is likely to incur.

ATM Results: The SHA's CPA article requesting the 10% housing allocation from the CPA fund passed. As part of resurrecting its efforts to have Town-owned parcels approved for transfer to the SHA, members discussed outreach to various boards and committees, notably the FinCom, which rendered a split vote on the article. S. Swanger offered to take a leadership role in this outreach and has already met with Temple Beth El Rabbi David Thomas.

ED Performance Review Results: S. Swanger presented the consolidated evaluation, which he noted is comprised of consistent responses from each commissioner. An overall rating of 8.5 / 10 was assigned.

ED FY18 Work Plan: S. Cusolito summarized goals for FY18, which began April 1. She will present the Work Plan more formally at the June 13 regular session.

FISH 288049, Window Replacement, Contract Award: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the contract between the Sudbury Housing Authority and Taylec LLC in the amount of \$9,870 for FISH 288049, Window Replacement, and to authorize S. Cusolito to sign on behalf of the SHA.

FISH 288053, Landscape Design Consultant, Contract Award: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to approve the contract between the Sudbury Housing Authority and Weinmayr/Jay Assoc. Inc. in the amount of \$5,600 for FISH 288053, Landscape Design Consultant, pending confirmation that the scope of services includes 100% construction documents.

FISH 288051, Great Lake Bathroom Remodel, Front-End: Advertising for this project was delayed to allow sufficient time for SHA staff to review construction documents.

Tenant Survey Results: Results of the first annual tenant survey were received, with data from the 64 667 and 16 705 households combined. Fifty-six households, 47 667 and 9 705 (70%) responded. Residents reported on respectful interactions with SHA staff, an interest in support services and programs, and a sense of security within their housing environment. Heat and hot water problems were reported at a rate on par with both other small LHAs and with LHAs across the state, with a slightly greater percentage of issues requiring a longer time-frame to resolve than for either of the latter. Because the data from the two housing populations was combined, it is not possible to determine either the context or root cause of this finding.

DHCD Performance Management Review: The PMR is scheduled for July 19. It will involve a review of performance on required reporting, as well as of facilities management, with a focus on the work order system. A small number of units will be inspected.

Employment Policy: An assessment to determine best use of staff—particularly maintenance, given skill sets and the number of maintenance hours permitted by the State—is in its early stages.

Public Housing Administration Notices (09-12): S. Cusolito provided the link to those notices published since the last meeting.

Liaison Reports: Housing Trust: No report.

CPA: No report.

Open Forum: No comments.

UNFINISHED BUSINESS

Board Membership: The Board of Selectmen sent a letter of support for A. Lepak, the SHA's candidate to replace J. Deutsch as the state appointee. Letters of support were also requested from State Senators Barrett and Eldridge, as well as Representative Gentile. At Town Meeting, J. Deutsch was recognized by Representative Gentile with a citation from the House of Representatives. A citation from the Senate is forthcoming.

ASHP Change Order: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to approve Change Order #2, in the amount of \$945.44, on FISH #288046, Air Source Heat Pumps, for exhaust fan relocation in Unit 5A.

The relocation is necessary because the configuration of the ceiling studs prevents the replacement fan from being installed in the existing location.

Eversource Project Update: Eversource completed the changeover to the new cable, including installation of the transformers, on April 25 during what turned out to be a 14-hour power outage. A fault along the original portion of the cable occurred on April 15 resulted in a 12-hour outage. The fire department and Town electrical staff provided much-appreciated assistance to facilitate the repair. Eversource has not communicated when the repair to this portion will be scheduled.

Pine Street Unit Rehab: A second replacement kitchen cabinet is expected for installation next week.

Wait List Portal: A timetable for completion was recently published, with roll-out to applicants slated for April 2018.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito will attend the MA NAHRO conference in Falmouth May 21–24.

Vacancies: A mother and her 8-year old son were housed in the 705 unit vacated due to a death in the family. An offer of housing was accepted for the 667 unit recently vacated.

Evictions: The case against the 667 resident was continued from May 4 to June 1. This is the sixth continuation and resulted in a Stipulation that will allow the SHA to retrieve the property June 1 if the resident takes no action.

A 14-Day Notice for non-payment was issued to a 705 family; it resulted in payment the day the unit was due to be vacated.

Maintenance: Routine maintenance and 705 unit inspection work is underway. Inspection of 667 units began today and will take place over several weeks.

Adjourn: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to adjourn the May 9, 2017 Regular Session and move to Executive Session for the purpose of ED salary

negotiation and to discuss real property acquisition, as discussion in open session would compromise the negotiating position of the SHA, and to return to open session. The time was 5:25 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

OPEN SESSION

Commissioners reconvened the open session at 6:10 p.m. Those present were S. Cline, L. Pastuszek, S. Swanger, and Associate Members A. Lepak and T. Layden. The committee announced its executive session vote on the ED salary: to affirm the previously voted, budgeted 3% increase and to provide for an additional 1% increase, for a salary of \$62,505 retroactive to April 1, 2017.

Adjourn: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted to adjourn the May 9, 2017 Regular Session. The time was 6:15 p.m.

Yes: S. Cline

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director