

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

June 13, 2017

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 p.m. Those present were: Chair: S. Cline; Vice Chair: L. Pastuszek; Treasurer: S. Swanger; Member: K. Kang; Executive Director: S. Cusolito

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

Minutes: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the minutes of the May 9, 2017 Regular Session.

A motion was made by S. Swanger, seconded by K. Kang, and voted, to approve the minutes of the May 31, 2017 Special Session. L. Pastuszek abstained.

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

NEW BUSINESS

ED Work Plan: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to accept the FY18 ED Work Plan as presented.

FISH 288046 ASHP Certificate of Substantial Completion: A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to approve the Certificate of Substantial Completion for FISH 288046, Air Source Heat Pumps, and to authorize S. Cusolito to sign on behalf of the Sudbury Housing Authority.

FISH 288054 Mandatory Fire Radio: No action necessary.

FISH 288057 Tree Removal: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to ratify payment of \$4,600 to Lynch Landscape & Tree Service for FISH 288057, Tree Removal, Oakwood Ave.

Tree on two abutting lots were damaged in windstorms, resulting in damage to property belonging to the SHA's tenant. Several at-risk trees were removed with permission of the owner of the immediately abutting lot.

Public Housing Administration Notices: None published since the last Regular Session.

Liaison Reports: Housing Trust: The Maynard Road developer has started work on the property. The Trust voted to abolish term limits due to difficulties in enlisting committed, qualified members.

CPA: No report.

Open Forum: No comments.

UNFINISHED BUSINESS

Formula Funding Project Updates: The window replacement on Oakwood Ave (FISH 288049) began on June 12; the contract for 667 landscape design services (FISH 288053) is being finalized; the kick-off for the Great Lake Ave bathroom rehab (FISH 288051) occurred on June 9, with a 30-day turn-around specified on the Notice to Proceed; all expenses incurred for the rehab of the vacant unit on Pine St were authorized for payment through Formula Funding (FISH 288062), with the project currently in the punch list phase; radio box installation and panel compatibility upgrades (FISH 288054) are scheduled for June 23.

Eversource Project Update: A meeting with Eversource and the DHCD, related to 667 transformer and direct-bury cable, is scheduled for June 23, 10 am. L. Pastuszek anticipates attending. The old transformers and related debris from the work completed by Eversource in April were removed June 9.

PMR Update: The DHCD facilities manager visited on May 31 to provide an overview of facilities portion of the performance review, scheduled for July 19. In addition to site visits to a number of randomly selected units, the work order system and preventive maintenance plan will be reviewed.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito attended the MA NAHRO conference in Falmouth May 21–24. A. Lepak and T. Layden attended sessions on Monday.

S. Cusolito will attend a meeting with other Sudbury directors and service coordinators, along with the Town social worker, and police and fire department staff, scheduled for June 19.

Vacancies: A 667 unit will become available in July due to a death; a transfer request from a current resident was approved. A 2-bedroom New Duplex unit will also become available in July; the current residents exceed the income limit. An applicant at the 50% income limit is required. Screening of applicants from the newly generated wait lists is underway.

Evictions: A Judgment for possession was issued on June 1 for the 667 resident issued a 30-Day Notice to Quit last summer; the SHA cannot take action until the Execution is received. The tenant has not been seen on site since April.

Maintenance: Routine maintenance, 667, and 705 unit inspection work is underway. The daughter of one of the SHA's 705 residents is working with maintenance for a portion of the summer, after which, she will attend law school.

Adjourn: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to adjourn the June 13, 2017 Regular Session and move to Executive Session for the purpose discussing real

property acquisition, as discussion in open session could compromise the negotiating position of the SHA, and not to return to open session. The time was 5:05 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director