

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

July 11, 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 Member: A. Lepak

Executive Session: A motion was made by K. Kang, seconded by S. Swanger, and unanimously voted, to adjourn the July 11, 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 to return to open session following discussion. The time was 4:05 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Open Session: The open session resumed at 5:05 p.m.

Minutes: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to approve the minutes of the June 13, 2017 Regular Session.

Checks Approval: A motion was made by K. Kang, seconded by L. Pastuszek, and unanimously voted, to approve checks written in June 2017.

NEW BUSINESS

FISH 288046 ASHP Certificate of Final Completion: A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to approve the Certificate of Final Completion for FISH 288046, Air Source Heat Pumps, and authorize S. Cusolito to sign on behalf of the SHA, and to issue a final payment to Araujo Bros. Plumbing Inc. in the amount of \$12,556.35 pending receipt of a replacement fan cover.

FISH 288049 Window Replacement Final Payment: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve a payment of \$9,870 to Taylec, LLC for FISH 288049, Window Replacement.

FISH 288054 Mandatory Radio Box Final Payments: A motion was made by K. Kang, seconded by L. Pastuszek, and unanimously voted, to approve a payment of \$7,107.50 to LW Bills and a payment of \$5,976.20 to Convergent Technologies, Inc., for FISH 288054 Mandatory Radio Box.

FISH 288062 Pine Street Unit Rehab Final Payment: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to approve a payment of \$3,595 to MJ Connors, Inc., for FISH 288062, Pine Street Unit Rehab.

As a condition of payment, the SHA requested that the contractor obtain sufficient cabinet spacer so that the SHA can replace one poorly installed by the contractor.

Schedule of Positions and Compensation: The Board signed this certification, annually submitted to the DHCD.

Public Housing Administration Notices: Two important PHNs were published since the last meeting: PHN 2017-13 addresses changes to handling tenants' accounts receivables; PHN 2017-14 addresses the requirements for the second year of the Agreed Upon Procedures, the results of which will be published.

Liaison Reports: Housing Trust: Final approval from MassHousing was received to authorize the new Maynard Road developer to expend funds as the new permit holder. The lottery process for the two 2-bedroom units just got underway.

CPA: No report.

Open Forum: No comments.

UNFINISHED BUSINESS

Eversource Project Update: On June 23, L. Pastuszek and S. Cusolito met with Eversource account representative John Daly and DHCD construction supervisor Bob Watt to discuss the history of the faults along the direct-bury cable loop serving Musketahquid Village. In April, Eversource completed its work to replace three of five transformers and install new cable through underground conduit, work it undertook at its own expense. Coincident with that work, two faults along the remaining portion of original cable occurred. Eversource will not cover the cost of the remaining work. Mr. Watt will produce a report that will serve as the basis for DHCD to determine if an emergency procurement is justified. The SHA will be required to spend down its reserves to 70% before emergency funding becomes available. There is some possibility that the faults are leading to failures experienced in both the rear septic pump and the Building 15 medical alarm operation. The repair might present opportunities to reconfigure the system for greater efficiency.

DIRECTOR'S REPORT

The cash receipt report was presented.

On June 19, S. Cusolito attended a meeting with other Sudbury directors and service coordinators, along with the Town social worker, and public safety staff. The Budget Buddies financial literacy program for residents will kick off in August with an information session.

Amy Lepak's State appointment remains pending; the State has until August 7 to act. S. Cusolito will request the matter be taken up by the Board of Selectmen at its August 8 meeting, in the event that the State does not act within the required time-frame.

Vacancies: Five vacancies in July have occurred or are scheduled: one 2-bedroom Duplex requiring an applicant at the 50% AMI limit; two 667 units due to change of circumstance and two 667 units due to approval of internal transfers. Screening of applicants from the newly generated wait lists is underway.

Evictions: The execution on a Judgment for possession issued June 1 to a 667 resident has not been delivered to date. No action can be taken at this time. The resident was issued a 30-Day Notice to Quit last summer and has not been seen on site since April.

Maintenance: Maintenance is focused on turnover work, as well as inspection and other priority work orders. Maintenance staff will participate in the Performance Management Review, PMR, scheduled for July 19; a significant portion of the PMR involves maintenance and the work order system.

EXECUTIVE SESSION: Not required.

Adjourn: A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to adjourn the July 11, 2017 Regular Session. The time was 5:50 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director