

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

August 8, 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; Member: A. Lepak; Executive Director: S. Cusolito

Also present: Associate Member: T. Layden

Governor's Appointment: S. Cusolito announced receipt of the official notification of A. Lepak's appointment as the State's representative to the Board.

Minutes: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to approve the minutes of the July 11, 2017 Regular Session.

A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to approve the minutes of the July 26, 2017 Special Session as amended.

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

NEW BUSINESS

FY18 Q1 Report: A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to approve the FY18 Q1 Financial Report.

Performance Management Review Results: The on-site review took place July 19, with representatives from DHCD Housing Management and Facilities Management reviewing SHA data, primarily the work order and inspection systems, and additionally, administrative areas such as occupancy rate, budget-to-actual variance, and formula funding benchmarks. The SHA performed very well in the administrative areas. Observations within the work order and inspection systems reflect the transition from paper-based record-keeping to electronic databases that allow for greater data tracking. The SHA expects to continue its transition to the electronic system over the next year-plus.

Administrative Fees: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to acknowledge receipt of a summary of administrative fees payable to S. Cusolito, in the amounts as outlined.

Rent Write-Off: A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to write off the 667 rent and back rent debt attributable to the Unit 1A tenant, possession of whose unit was obtained August 4, 2017, in the amount of \$7,430.11.

The state is newly allowing quarterly write-offs of Tenant Accounts Receivables (TARs) that are considered uncollectable. In this instance, additional loss will be incurred for constable service, moving, and storage.

Commissioner Contact Information: As part of Ch 235, Member contact information must now be posted on the SHA's website. Commissioners provided the necessary information.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the July 11, 2017 Regular Session.

Liaison Reports: Housing Trust: L. Pastuszek reported that the Trust will meet on August 9.

CPA: No report.

Open Forum: No comments.

UNFINISHED BUSINESS

Eversource Project Update: The DHCD has determined that the project to replace deteriorating direct-bury utility cable does not qualify for emergency status, a status designation reserved for catastrophic system failures, rather than imminent failures. The DHCD asked that S. Cusolito submit a capital project for a study/assessment of required work, as well as that Eversource be contacted to determine if it can perform the required repairs at SHA cost. Eversource responded that the work likely would not fit its schedule until next year; however, a follow-up query regarding timeline and costs is unanswered to date.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito participated in a phone conference training on PHN 2017-17, Year-End Reports.

The second, publishing year of the Agreed Upon Procedures (AUP) will occur mid-October, despite an effort by the DHCD to shorten the time from 12 to 10 months. The shortened time-frame was further compromised by DHCD's seven-month delay in publishing documentation necessary for the second year of the AUP.

Vacancies: In addition to five vacancies that occurred in July and the eviction of the 667 tenant that occurred on August 4, the SHA received notice of two additional vacancies scheduled for the beginning of September. One of the July vacancies will be occupied by an emergency applicant.

Evictions: As previously noted; no other actions.

Maintenance: Turnover maintenance continues to be a focus. Additional turnover cleaning staff and 667 grounds-work labor has been hired in this interim of unprecedented high turnover.

Adjourn: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to adjourn the August 8, 2017 Regular Session and move to Executive Session for the purpose of discussing real property acquisition, as discussion in open session could compromise the negotiating position of the SHA, not to return to open session. The time was 5:05 p.m.

Yes: S. Cline
Yes: K. Kang
Yes: A. Lepak
Yes: L. Pastuszek
Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director