

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

September 12, 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

Minutes: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the minutes of the August 8, 2017 Regular Session.

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

The July 2017 financial report was presented.

NEW BUSINESS

Utility Project: A request to hire a consultant to define scope, timeline, and cost for the utility cable work was submitted as a revision to the capital plan.

Energy Procurement: The SHA's contract with Power Options ends in January. S. Cusolito met with Secure Energy and will contact both Power Options and one other, in anticipation of a Board vote in October or November. The SHA did not receive information about the Town-wide program; S. Cusolito will look into its eligibility.

Agreed Upon Procedures: Administrative staff is gathering required information for the October 25 AUP. To date, the DHCD has not published regulations on some required components; although this is the publishing year for the AUP.

ED Contract: The ED contract, pending with the DHCD since July 2016, was returned by the DHCD unsigned and the FYE17 budget revision reverted, both related to ED salary. The DHCD expects to publish an updated salary schedule within the next month. The Board agreed send a letter to the DHCD in support of the contract.

NAHRO Salary Survey: Results were circulated by NAHRO in May. An excerpt, for Sudbury was presented.

FYE18 Budget: The FYE18 budget, submitted in January with the FYE17 budget revision, was also reverted, again related to ED salary. The Board will address this in its letter to the DHCD.

A. Lepak agreed to serve as the budget liaison for the Board.

FYE18 Q1 Mod Report: The Q1 report was presented.

ASHP Additional Funding: The SHA received word from the DHCD that funds are being sought for additional installations. The Board asked about cost savings. Recent numbers have not been provided. Data following next winter will reflect any savings from the recent installations. To date, maintenance costs have been covered by warranty; over the long-term, the extent to which such costs will offset savings is not known.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the August 8, 2017 Regular Session.

Liaison Reports: Housing Trust: L. Pastuszek reported that the Trust met in August and sent a letter to the Maynard Road developer that re-started work toward construction completion. The lottery for the two 2-bedroom units was held August 31. Four applicants qualified for the lottery.

CPA: S. Cline was elected Chair of the CPC. The CPC will decide to accept proposals only for the May ATM and will meet following the November 6 submission deadline to begin the proposal review process.

Open Forum: No comments.

UNFINISHED BUSINESS

Performance Management Review: The SHA performed very well on the administrative portion of the PMR. Improvements on the maintenance work order and inspection processes are needed, some related to execution and some to record-keeping. Both areas are under transition to the electronic system, which adds time to both processes.

Formula Funding Projects Updates: S. Cusolito outlined project status:

FISH 288051, 705 bathroom renovation: anticipated to begin construction in October;

FISH 288046, ASHP project closeout: prior to final payment two addition leaks to condensate pumps occurred, both due to installation errors. All repair work is completed, with final electrical inspection scheduled for September 12;

FISH 288059 and 288061, 667 ADA door project and water heater dielectric union installation: Scopes of Service were drafted by RCAT; RCAT will not handle construction management for either, which will increase SHA's costs;

FISH 288060, 667 siding/trim replacement: schematics were received mid-August, with a meeting to follow mid-September to discuss funding;

FISH 288053 and 288055, landscape design and construction: awaiting work order review by the DHCD.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito received the MCPPO designation, as well as a designation as a Temporary Relocation Advisory Agent.

The Budget Buddies financial literacy program began in August as a joint effort with Longfellow Glen and The Coolidge. One 705 resident is participating.

Vacancies: Two 667 vacancies with notice occurred September 1, adding to the six handled since June. Two additional 667 vacancies will occur in October, one triggered by an internal transfer. Painting and cleaning have been outsourced.

Evictions: No current actions.

Maintenance: Turnover work continues to be a focus. In addition to expanding turnover contract work, Village landscaping has been outsourced to a 705 resident. Non-critical inspection work was deferred on recommendation of the DHCD at the PMR.

Adjourn: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to adjourn the September 12, 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 5:30 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director