

## **SUDBURY HOUSING AUTHORITY**

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### **MINUTES OF THE REGULAR MEETING**

November 14, 2017

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

Also present: Residents Evelyn Reading and Gayle Tufts-Snider

**Minutes:** A motion was made by S. Swanger, seconded by A. Lepak, and voted, to approve the minutes of the October 10, 2017 Regular Session as amended. K. Kang abstained.

**Checks Approval:** A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to approve checks written in October 2017.

#### **NEW BUSINESS**

**FYE18 Q2 Financial Report:** A motion was made by K. Kang, seconded by S. Swanger, and unanimously voted, to accept the FYE18 Q2 Financial Report.

**Rent Write-Off:** A motion was made by K. Kang, seconded by S. Swanger, and unanimously voted to write off the rent debt attributable to the 667 Unit 15B tenant, in the amount of \$76.

**Public Housing Administration Notices:** S. Cusolito provided the link to those Notices published since the October 10, 2017 Regular Session.

**ED Performance Review:** S. Swanger distributed the evaluation template and ED self-evaluation and asked Members to provide their evaluations to him and S. Cline within two weeks.

**ED Contract Memo:** Public Housing Notice 2017-25 dictates that the SHA submit notice to the DHCD outlining the status of the ED contract. Chairman S. Cline will sign the memo.

**FYE17 Schedule of Positions and Compensation, revised:** A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve and sign the FYE17 Schedule of Positions and Compensation, as revised.

**Contract Award:** A motion was made by K. Kang, seconded by S. Swanger, and unanimously voted, to accept the lowest and only qualified quote from Ambient Temperature Corporation in the amount not to exceed \$8,160 for annual boiler/furnace preventive maintenance, with additional service hourly labor of \$125 (regular) and \$187.50 (overtime) and \$35 zone charge, and to authorize S. Cusolito to sign on behalf the SHA.

**Liaison Reports:** Housing Trust: L. Pastuszek reported that the SHT met last week. The Coolidge developer wishes to apply for \$150,000 in HOME funds for its second phase. The Selectmen applied for this appropriation to the CPA; however, they realized that the SHT could better apply for these funds, as it would be able to hold them for this year or next, whenever the Coolidge actually gets its approvals. On that

basis, the Board of Selectmen withdrew its CPA request and the SHT modified its request for CPA funds. The SHT will fund the Coolidge for the additional matching HOME funds, in addition to a previous commitment of \$100,000 on behalf of the Coolidge.

Melone: S. Swanger attended the November 7 Selectmen's meeting, at which a drafted RFP for sale of the property, referencing only recreational use, was discussed. Selectmen ultimately agreed by consensus and based on public input that a decision to sell the property is premature. The Town Planner's report from the charrette is expected to circulate in early December and is expected to inform the Melone use discussion moving forward. The Board voted to hire GeoInsight to pursue environmental studies that will augment those already on record.

S. Swanger offered to host Selectmen on a tour of properties to introduce them first-hand to the SHA, given its interest in creating more affordable housing to meet the documented need.

**Open Forum:** Chapter 667 resident Evelyn Reading asked about the 2014 State audit findings related to accounting. S. Cusolito provided an overview of the audit process and informed Ms. Reading of the steps the SHA took to address the findings. Ms. Reading also reported that the maintenance done on her sink three weeks prior did not repair the problem. Chapter 667 resident Gail Tufts-Snider mentioned that she does not use her air-source heat pump because it leaked in the summer in air-condition mode. S. Cusolito assured Ms. Tufts-Snider that the heat pumps do not produce water when run in heat mode and otherwise offered to follow up with maintenance staff on both matters.

## **UNFINISHED BUSINESS**

**AUP:** The on-site portion of the Agreed Upon Procedures occurred on October 25. Overall, the SHA performed very well, with only a few exceptions noted. S. Cusolito will follow up with the accountant to make corrections and to ensure compliance moving forward. When the SHA receives the report, a limited time will be available to respond to findings.

**Energy Procurement:** S. Cusolito reported that she is close to a decision on energy suppliers, but did not receive updated pricing in time to report to the Board.

**Formula Funding Projects Update:** S. Cusolito provided an update on the nine Formula Funding projects in the pipeline:

FISH 288051, 705 bathroom rehab: The SHA is waiting for samples from the contractor.

FISH 288053, 667 landscape project: The DHCD approved the Scope of Services, with schematics due by November 24. The designer has already completed the field work.

FISH 288059, water heater unions: The scope of this project is to determine if the Musektahquid Village is an appropriate application for the heat pump water heaters, given sub-optimal performance and / or to determine how to optimize function, as well as to install dielectric unions. RCAT obtained a fee proposal from Norian-Siani Engineering, but the costs were deemed too high to proceed. RCAT then contacted ABCD, which oversaw the original installations, to request an assessment. Representatives from the manufacturer, the firm New Ecology, a subcontractor for ABCD, and RCAT met with the SHA to determine if the units should be replaced or if there's a way to optimize function. According to the manufacturer's representative, the Village is not the appropriate application (small utility closets adjacent to living space, no ventilation, multiple dwelling units, demand, etc), but that it might be possible to adapt the units to enhance performance in straight electric mode.

FISH 288060, Village siding/trim project: The 100% CDs were received this past week.

FISH 288061, ADA door replacement: A site visit occurred November 6; schematics are expected by week's end.

FISH 288063, Extraordinary maintenance funds: These will either be applied to the extraordinary maintenance expenses incurred this fiscal year, or to the utility cable project, FISH 288064, which will otherwise be funded from reserves.

FISH 288064, utility cable project: An engineering site visit occurred on November 3 and a phone conference on November 9. To get a better idea of costs, some test excavations are planned to determine if ledge will be a problem that adds to the cost.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

S. Cusolito reported on the completion of an Eagle Scout project, a bench and tree installation along the Village Drive. It was completed by Eagle Scout candidate Jon Vellom, with input from residents and Town Facilities Director Jim Kelly.

S. Cusolito reported on the overwhelming response to the advertisement for an administrative assistant. Interviews and a hiring decision are expected to complete by mid-December.

**Vacancies:** One vacancy due to an internal transfer remains. Work is expected to complete by month's end.

**Evictions:** No current actions.

**Maintenance:** Inspections of 705 units is underway and will be performed on a staggered schedule, as was recommended in the PMR. Staff time, which was decreased by employee request this summer has been temporarily increased in order to complete deferred maintenance.

**Open Forum:** Village resident Evelyn Reading asked if the Melone property is at risk from use as a landfill. She cited several state representatives who are working on this issue in other communities and asked if Representative Carmine Gentile had been contacted.

K. Kang asked about the status of the RFPs to survey existing SHA properties and the DPW site. The RFP for existing properties is ready to circulate. S. Swanger will contact the DPW to determine if the master plan, currently under development, has sufficient information to support the SHA's RFP.

**Adjourn:** A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to adjourn the November 14, 2017 Regular Session. The time was 5:25 p.m.

Yes: K. Kang

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director