

SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD
SUDBURY, MASSACHUSETTS 01776
sudburyhousing@verizon.net

SHEILA M. CUSOLITO
Executive Director

PHONE: 978-443-5112
FAX: 978-443-5113

MINUTES OF THE REGULAR MEETING

October 10, 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: A. Lepak; Executive Director: S. Cusolito

EXECUTIVE SESSION

A motion was made *nunc pro tunc* to adjourn the October 10, 2017 Regular Session and move to Executive Session for the purpose of discussing personnel matters, as discussion in open session could compromise the position of the SHA, and to return to open session following such discussion. The time was 4:05 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

The Regular Session re-convened at 6:00 p.m.

Minutes: A motion was made by S. Swanger, seconded by A. Lepak, and voted, to approve the minutes of the September 12, 2017 Regular Session as amended. S. Cline abstained.

Checks Approval: A motion was made by S. Swanger, seconded by A. Lepak, and voted, to approve checks written in September 2017. S. Cline abstained.

NEW BUSINESS

Work Plan 5001 CFA Amendment #10

A motion was made by A. Lepak, seconded by S. Swanger, and voted, to approve Amendment #10 of the Contract for Financial Assistance between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$122,013 (Formula Funding: \$106,013; Extraordinary Maintenance: \$16,000) and to authorize S. Cline, Chairperson, to sign on behalf of the SHA. S. Cline abstained.

SHT CPA Fund Request

L. Pastuszek outlined the SHT proposal for the 10% of CPA funds allocated to affordable housing. The SHT proposes to utilize the CPA funds to pay down the rents on the affordable units at Avalon Meadow Walk, as the rents are set for those at the higher end of the AMI. The SHT is inviting the SHA to partner with it on this initiative. SHA Members wondered if this use of funds falls within the guidelines of CPA fund use. Moreover, some concern was expressed that additional supports for those receiving this subsidy

are not in place to assist over the long term. After consideration, the Board agreed by consensus to forego a partnership with the SHT on this initiative.

August 2017 Financial Report: The August 2017 Financial Report was presented.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the September 12, 2017 Regular Session.

Liaison Reports: Housing Trust: L. Pastuszek reported that permanent power has been installed on Maynard Road. Remaining work includes landscaping, and installation of air-share fans.

The Coolidge has asked the Town for support through HOME funds. The Phase I project received \$96,666 in HOME funds, administered through the Housing Trust. There is some indication that the Board of Selectmen will suggest that the Coolidge apply to the CPC for funding.

CPA: S. Cline reported that the CPC will hold a public hearing on October 12. To date, it has received two applications for CPA funds. The deadline for receipt of proposals for the May 2018 Annual Town Meeting is November 6.

Melone Charette: S. Swanger reported on the October 3 forum, which was well attended and which suggested a strong interest in multi-use development of the property. S. Cline reported that Town Manager Melissa Rodrigues received complaints that the SHA had distributed information at the charrette that some construed as deriving from the Town. She indicated that the SHA would receive a letter from Ms. Rodrigues, outlining the concerns and expectations for future forums.

A Request for Services was drafted to cover the study of existing SHA properties for construction of additional units. S. Swanger inquired about the possibility of adding the DPW site to this RFS.

A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to issue a Request for Services for vacant land owned by the SHA and, if indicated, additional Town-owned parcels.

Open Forum: No comments.

UNFINISHED BUSINESS

Energy Procurement: The SHA's contract with Power Options ends in January. In order to streamline the procurement process, S. Cusolito suggested the Board vote to authorize her to sign a contract providing the best terms as defined by the Board.

A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to authorize S. Cusolito to obtain quotes for energy supply and to sign a contract no greater than 24 months in duration on behalf of the SHA.

ED Contract/FYE17 Budget Revision: S. Cusolito reported that to date, the DHCD has not responded to the Board's letter concerning both the contract and the budget revision.

FYE18 Budget & Revision: S. Cusolito reported that to date, the DHCD has not responded to the Board's letter concerning the FYE18 budget. She indicated that the DHCD has distributed a directive concerning the expected budget revisions, which must be submitted after the tenth month of the FY and are necessary

to bring all lines within +/- 10% of the voted budget, and which also must include the Extraordinary Maintenance funds received through the State.

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

FISH 288051: This 705 bathroom renovation, originally scheduled to complete by last June, has not been scheduled. RCAT is overseeing this project.

FISH 288046: The ASHP project is complete.

FISH 288053: Finalization of the Scope of Services for 667 landscaping is imminent. It will be distributed to Weinmayr/Jay Associates by the DHCD.

FISH 288059: RCAT distributed the Scope of Services to Norian/Siani Engineering. The project largely focuses on changing out the dielectric unions on the heat pump water heaters installed at the Village in 2013; however, an assessment of the application to our buildings was also requested.

FISH 288060: The siding/trim replacement project at the Village has a signed Work Order and is approaching 100% CDs. The architect, Richard Alvord Architects, thinks working through the winter is possible.

FISH 288061: A Scope of Services for an ADA door replacement was drafted by RCAT to distribute to Richard Alvord Architects.

FISH 288063: This is the Extraordinary Maintenance subsidy that was voted as part of Amendment #10 to Work Plan 5001. The funds could go toward the utility project, the siding project, or a boiler project that was removed from Formula Funding for this year.

FISH 288064: A Work Order for the utility cable/transformer replacement was drafted and submitted to BLW Engineers for a fee proposal.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito will attend a portion of the fall NAHRO conference, November 12–14.

S. Cusolito hosted the first monthly drop-in hour for residents on October 4. It was very well attended. The schedule will vary in an effort to allow participation by those who are not available during the day.

The agency One Family contacted the SHA to promote C2C (Credential to Career), a program involving career counseling, education, and financing. Several families have expressed interest in this new initiative, which will be held at Framingham State University.

One 705 resident is participating in the Budget Buddies program.

Vacancies: One anticipated 667 vacancy occurred this week. An internal transfer will result in a second vacancy within the month. Waivers for two units were filed with the DHCD to allow additional time for turnover so that routine and inspection work is not ignored during this time of high turnover.

Evictions: No current actions.

Maintenance: Staff is focused on turnover work, with vacancy waivers allowing for routine and other tasks to be returned to the schedule.

Adjourn: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to adjourn the October 10, 2017 Regular Session. The time was 7:15 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director