

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

April 17, 2018

The SHA met in open session at 55 Hudson Road, Sudbury, at 5:00 p.m. Those present were: Chair: S. Cline; Treasurer: S. Swanger; Member: K. Kang; Member: A. Lepak (5:30 p.m.); Executive Director: S. Cusolito

Associate Member: T. Layden

NEW BUSINESS

Minutes: A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to approve the minutes of the March 22, 2018 Regular Session. A. Lepak was not present.

Checks Approval: A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to approve checks written in March 2018. A. Lepak was not present.

The February 2018 financial report was presented.

NEW BUSINESS

FISH 288051 705 Bathroom Rehab: Because RCAT Northeast did not share the SHA's concerns with the quality of work, S. Cusolito asked DHCD Construction Advisor Bob Watt to facilitate an April 4 on-site meeting with Acting RCAT Northeast Director and Chelmsford Housing Authority Executive Director David Hedison. Mr. Watt concurred with the SHA that the work was unacceptable and should be rejected. After some discussion, it was decided that the plan architect, Architectural Consulting Services, should review the work and issue a report of findings to determine next steps.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the March 22, 2018 meeting, one of which, PHN 2018-08, provides clarifying information on matters relating to the Performance Management Review.

Liaison Reports: Melone: S. Swanger reported that the RFP for the Melone property is available by request through the Town. A warrant article to convey Melone to the Town is in place for the May Annual Town Meeting.

CPC: S. Cline reported that the Town's Environmental Planner Beth Suedmeyer presented information on the Broadacres Farm parcel, located on Morse Rd. The Town and owner are at the preliminary stages of discussion on its purchase and prospective uses. The original direction included only open space and recreation; however, S. Cline asked that community housing be included. S. Cusolito followed up by phone with Ms. Suedmeyer; the prospective uses will be broadened to include any CPA fund-eligible purpose.

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Soil testing is pending; an appraisal is upcoming. S. Cusolito will follow up to request SHA's participation in any site visits. A warrant article on this matter is also in place for the May Annual Town Meeting.

Ms. Suedmeyer also mentioned an interest by the owners of Camp Sewataro in issuing development rights, to include the continued operation of the camp in summer. The CPC meets next on May 2.

Open Forum: No comments.

UNFINISHED BUSINESS

MassHousing Planning for Housing Production Program Proposal: The application was submitted by the deadline on March 29. S. Cusolito will follow up about the review timeframe.

Open Meeting Law Training: The regional training provided by the Attorney General's Office was rescheduled to Wednesday, May 16, 5:30-7:30 pm at Town Hall due to weather.

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

FISH 288053: 667 Landscape project. A modified, lower budget plan was just received and is under consideration.

FISH 288059: Water heater unions. The work was completed in March. A resident survey is planned to determine if hot water capacity is improved.

FISH 288060: 667 Siding. A revision of the scope is in process, based on the Board's March 22, 2018 vote.

FISH 288061: ADA door replacement. The work is scheduled to begin April 17.

FISH 288064: Utility cable project. No update.

DIRECTOR'S REPORT

The cash receipt report was presented.

Regional Housing Services representative Liz Valenta performed an audit of the Willis Lake SHA-LIP program on April 9. A request for rent increase is planned and will be a part of the report. A site visit will be scheduled in the next few weeks.

S. Cusolito attended a kick-off event for the Senior Center's grant-funded pilot Sudbury Shuttle, which will expand transportation options to access both Marlborough and Wayland. Stops include Musketahquid Village, Longfellow, and the Coolidge.

S. Cusolito will attend the first meeting of the newly formed Supportive Services NAHRO subcommittee.

S. Cusolito will attend the annual NAHRO conference May 20–23.

A memorial for former Commissioner J. Deutsch's husband Marshall will occur on April 28, 3:00 p. m. at First Parish.

Vacancies: The 667 vacancy resulting from a unit transfer was filled by an under-60 over-housed 705 resident. Several applicants have been screened for the resulting 705 vacancy. The unit is one of those

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constructed in 1990. Turnover work will include assessments for work universal to these duplexes. Another 705 vacancy is will occur at the end of April.

Several applicants have been screened for the unit vacated in February. SMOC received the Request for Tenancy Approval on March 23; however, the applicant has not been contacted.

Evictions: None.

Maintenance: Storm clean-up continues. Inspections of 667 units are upcoming.

EXECUTIVE SESSION

Adjourn: A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted to adjourn the April 17, 2018 Regular Session and move to Executive Session for the purpose of discussing potential litigation, as to do so in open session might compromise the position of the Housing Authority, not to return to open session. The time was 5:55 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director

Voted May 1, 2018