

## **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**

August 14, 2018

The SHA met in open session at 55 Hudson Road, Sudbury, at 3:30 p.m. Those present were: Chair: S. Swanger; Vice Chair: K. Kang; Treasurer: A. Lepak; Member: T. Layden; Member: S. Cline; Executive Director: S. Cusolito

**MCAD Workshop (Guest Regina Ryan, Esq.):** Attorney Regina Ryan presented an overview of employment law, as well as examples of decisions and interpretations. Ms. Ryan will research some laws to determine applicability to SHA, given the number of employees, and advise the SHA accordingly.

**Minutes:** A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the minutes of the July 10, 2018 Regular Session.

**Checks:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the checks written in July 2018.

The April and May 2018 monthly reports were presented.

### **NEW BUSINESS**

**FYE19 Q1 Budget Report:** Tabled.

**FISH 288064 667 Utility Cable Project:** A motion was made by K. Kang, seconded by T. Layden, and unanimously voted, to approve the contract award to Elm Electrical, Inc, the lowest responsible bidder, in the amount of \$106,415 for FISH 288064, Musketahquid Village Utility Cable/Transformer Replacement, pending review of references, and to authorize S. Cusolito to execute the contract on behalf of the Sudbury Housing Authority.

**Personnel Policy & ED Contract:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the amended personnel policy and contract between the Sudbury Housing Authority and S. Cusolito, the latter for a term of two years, retroactive to April 1, 2018.

The ED Liaison Subcommittee recommended changes to the personnel policy to coincide with its attachment to the ED contract for submission to the DHCD, which must approve the contract. The DHCD-issued contract template was modified; the approval includes the ED job description, all riders, and the mandatory cover sheet.

**Liaison Reports:** S. Swanger met with Town Manager Melissa Rodrigues last week. Both Melone and the relationship between the Town and the SHA were discussed. Ms. Rodrigues committed to doing what she can to be inclusive.

Voted September 11, 2018

S. Swanger encouraged Members to attend the evening's Selectmen's meeting, at which the three responses on the Melone property would be discussed. Based on SHA's position on Melone, a memo in support of Quarry North was submitted to the Selectmen. Other Town entities overwhelmingly supported Quarry North, some with caveats.

S. Cusolito reported that the Selectmen's agenda also includes a Right of First Refusal on one of the four affordable units in the Carriage Lane Condominium. The Town was notified in July of the owner's intent to sell the unit, which has a maximum re-sale price of \$166,500. The Town apparently planned to decline to exercise its Right; S. Cusolito contacted the town manager to request consideration to transfer the Right or property to the SHA. S. Cusolito also contacted the monitoring agent, Citizens' Housing and Planning Association, CHAPA. The CHAPA program manager, Elizabeth Palma-Diaz, committed to looking into the prospective acquisition from CHAPA's end. The deadline for the Town to notify CHAPA of its decision is imminent. The SHA could make a cash purchase utilizing CPA funds awarded at ATM 2006 specifically for this purpose. A. Lepak and S. Cusolito will attend this portion of the Selectmen's meeting.

A motion was made by K. Kang, seconded by T. Layden and unanimously voted, to authorize S. Cusolito to pursue the acquisition of Carriage Lane Unit 15.

### **UNANTICIPATED BUSINESS**

**FISH 288061 ADA Doors:** A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to ratify its July 10, 2018 approval of Change Order #1, kick-plate exchange, to approve the Certificate of Final Completion, and to authorize a final payment of \$1,148.80 to St. John Corporation for FISH 288061, 667 ADA Doors.

At its July 10, 2018 Regular Session, the Board approved the kick-plate change order for a cost not to exceed \$600. The final cost of the change order was \$386.80.

### **ADJOURN**

A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to adjourn the August 14, 2018 Regular Session. The time was 5:10 pm.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director

Voted September 11, 2018