

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE SPECIAL MEETING

August 27, 2018

The SHA met in open session at 55 Hudson Road, Sudbury, at 5:00 p.m. Those present were: Chair: S. Swanger; Vice Chair: K. Kang; Member: T. Layden; Member: S. Cline; Executive Director: S. Cusolito

#### **NEW BUSINESS**

**FYE19 Q1 Budget Report:** A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the 400-1 FYE19 Q1 Financial Report.

**FYE18 Q4 Formula Funding Report:** The FYE18 Q4 Formula Funding Report was presented.

**FEMA 2015 Storm Contract for Financial Assistance:** A motion was made by K. Kang, seconded by T. Layden, and unanimously voted, to enter into a Contract for Financial Assistance between the Sudbury Housing Authority and the Massachusetts Emergency Management Agency, FEMA-DR-4214-MA, in the amount of \$1,500 for damage related to the January 26–28 Blizzard and to authorize S. Swanger, Chairman of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

The reimbursement is for property damage at 11 Ford Road.

**Rent Write-Off:** A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to write-off a back rent debt and hauling charges totaling \$1,148 owed by a 705 resident who vacated 62 Pine Street on April 30.

The resident, an 18-year tenant of the SHA, left behind sufficient belongings that the SHA could not schedule to clear the unit until May 15, at a cost of \$780, when it received confirmation from the resident that the belongings were unwanted. The unit was left in poor condition by the removal of wall hangings and general uncleanliness. The back rent balance totals \$368. The write-off does not preclude the SHA from a collection action.

**725 Boston Post Road Town Right of First Refusal (RFR):** At its August 14, 2018 meeting the Board of Selectmen voted unanimously to authorize the Town Manager to take whatever steps are necessary to preserve the unit as an affordable unit, including working with Town Counsel and the SHA to determine if the Town's RFR can be transferred to the SHA. It was determined that the RFR could be exercised by the Town and assigned to the SHA. The Town Manager notified CHAPA on August 23. The SHA retained Louis Ross, Esq., to provide legal services related to the acquisition. SHA's letter was transmitted to CHAPA and the unit owner on August 24, the deadline for receipt.

The SHA was advised to seek the approval of the Carriage Lane Trustees as soon as possible; however, the information on file with the Registry of Deeds is outdated. The RHSO advised that it would obtain and transmit to SHA the contact information for the Carriage Lane Trustees.

Voted October 9, 2018

Liz Rust, of the RHSO, conveyed information from the owner that owners have had some difficulty with refinancing, apparently due to the number of units used as rentals. S. Swanger suggested soliciting a letter from a lender that ownership by the SHA would not negatively affect refinancing opportunities.

**ADJOURN**

A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to adjourn the August 27, 2018 Special Session. The time was 6:00 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director

Voted October 9, 2018