

## 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

February 6, 2018

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 (4:15); Treasurer: S. Swanger; Member: A. Lepak; Executive Director: S. Cusolito

Also present: T. Layden, Associate Member

#### **NEW BUSINESS**

**Remote Participation Policy:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adopt the Town of Sudbury Remote Participation Policy, adopted by the Sudbury Board of Selectmen December 15, 2015. L. Pastuszek was absent for the vote.

**Minutes:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the minutes of the January 9, 2018 Regular Session as amended. L. Pastuszek was absent for the vote.

**Checks Approval:** A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve checks written in January 2018. L. Pastuszek was absent for the vote.

#### **NEW BUSINESS**

**MassHousing Planning for Housing Production Program (Liz Rust, RHSO):** Liz Rust provided an overview of this opportunity for technical assistance for study of further development on SHA sites. Also under consideration is the inclusion of the DPW site, the only apparent site from the 2003 Blue Ribbon Housing Site Selection Committee assessment that continues to be viable. DPW Director Dan Nason had previously met with S. Swanger and S. Cusolito, indicating that the current needs of the DPW would not be compromised by development on the periphery of the property. A broader application to include the Melone site was discussed, but it was concluded that such a proposal would best be initiated by the Town. Any proposal must be submitted by the Town; S. Cusolito will reach out to M. Rodrigues to request time on the Selectmen's March 6 agenda. A letter of support from D. Nason for the DPW site will also be requested.

**Open Meeting Law Training:** A regional training provided by the Attorney General's Office will be held on Wednesday, March 21 6-8 pm at Town Hall.

**FISH 288051 705 Bathroom Rehab Change Order #1:** A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the 705 Bathroom Rehab Change Order #1 in the amount of \$2,950.

The change order is necessitated by the significant water damage uncovered during demolition. It includes some rewiring, which was approved by the Town electrical inspector.

**ED Contract:** Tabled.

**May 2018 Meeting Date:** The meeting was rescheduled for May 1, 2018.

**Public Housing Administration Notices:** No new Notices have been published since the January 9, 2018 Regular Session.

**Liaison Reports:** Housing Trust: No updates since the January 9, 2018 Regular Session.

CPC: S. Cline reported that the CPC voted unanimously to approve the Town's request for \$30K for administrative costs of the RHSO, as well as the 10% housing fund allocation to the Trust.

Melone: S. Swanger met with the owner of 36 North Road, which abuts the Melone property. He has been following the Selectmen discussions on Melone and is very interested in selling, suggesting that the land immediately behind his house might be an appropriate site for housing.

At tonight's meeting, the Selectmen are expected to move forward on an RFP.

S. Swanger also reported that he met with Town Manager Melissa Rodrigues and Selectman Chair Bob Haarde last week at Mr. Haarde's request. Both he and Mr. Haarde opined that the other had been the source of antagonism around discussions about the Melone property. Ultimately, Mr. Swanger requested the Board of Selectmen issue an affirmation in support of housing development undertaken by the SHA on Town-owned parcels, including Melone.

After speaking with Selectman Len Simon, L. Pastuszek drafted a letter to the editor to take issue with the tone of the exchanges around Melone at the Selectmen's meetings. As of February 6, she had not heard from the editor.

**Open Forum:** No comments.

## **UNFINISHED BUSINESS**

**ED Review:** The finalized composite report was provided. K. Kang will assume the PD/evaluation liaison role.

**Board Member Elections:** T. Layden will appear on the ballot for the SHA's seat, which will be vacated by L. Pastuszek. She is unable to attend candidates' night, scheduled for March 5.

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

FISH 288051: 705 bathroom rehab. The residents have a functional bathroom as of 2/2. They were out of the house for two weeks, housed at the Fairfield Inn on Route 20. The project is completing more than \$10K over budget, which requires a DHCD override. The walk-through is scheduled for February 16.

FISH 288053: 667 Landscape project. The focus is on the traffic circle and a seating area for the quad; however, even with the limited improvements, the costs exceed the budget. Less extensive plantings are under consideration

FISH 288059: Water heater unions. The technical team was on site on 2/2, with recommendations to follow shortly.

FISH 288060: Village siding/trim project. Bids will be accepted until March 6.

FISH 288061: ADA door replacement. Three contractors attended the walk-through on 2/2.

FISH 288064: Utility cable project. It's likely that this project will be awarded funding based on the engineer's assessment of costs. Any excess Formula Funding could go to this project.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

S. Cusolito volunteered for a newly formed Supportive Services NAHRO subcommittee.

Sue Bonney was hired as the administrative assistant, starting January 24. She has been very warmly received by residents and staff.

**Vacancies:** An emergency applicant will be screened for a vacant 667 unit. Another vacancy resulting from the death of a 667 resident will likely be filled through an internal transfer.

**Evictions:** One current action was delivered today to a New Duplex resident for non-payment. The family was due to vacate in May, after the recertification established that the income limit has been exceeded.

**Maintenance:** Inspection of 705 units continues, as well as the start of the 705 boiler PM schedule.

## **EXECUTIVE SESSION**

None needed.

**Adjourn:** A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted to adjourn the February 6, 2018 Regular Session. The time was 6:00 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director