

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

January 9, 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; Treasurer: S. Swanger; Member: K. Kang; Member: A. Lepak; Executive Director: S. Cusolito

Also present: T. Layden, Associate Member

Checks Approval: A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve checks written in December 2017. K. Kang and L. Pastuszek were not present for the vote.

Minutes: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the minutes of the December 12, 2017 Regular Session as amended.

A motion was made by A. Lepak, seconded by S. Swanger, and voted, to approve the minutes of the October 10, 2017 Executive Session. K. Kang abstained.

NEW BUSINESS

FYE18 Q3 Report: The FYE18 Q3 report was presented.

FYE18 Budget Revision: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted, to certify the FYE18 Budget Revision as presented.

Because the SHA's FYE18 Budget was not approved by the DHCD as originally submitted, the Revision represents its initial submission. At issue in the original submission was the ED salary; the budget was revised to show additional non-state compensation on a separate budget line from the DHCD-approved ED salary.

FYE19 Budget Guidelines: Because the FYE19 Budget Guidelines were only just published (PHN 2018-02), the due date for submission was moved from February to May. Highlights included an ANUEL increased from 3 to 10%; with administrative compensation, excluding that for the ED, increased from 3 to 5%. A \$10K exemption for expenses related to meeting Chapter 235 requirements is also included.

Wage Match PHN 2017-24: The DHCD requested all LHAs attest to their understanding of confidentiality requirements and the penalties for non-compliance with the Wage Match program, as outlined in PHN 2017-24 and the summary sheet included with the employee "Acknowledgement Regarding Confidentiality of the Department of Revenue's Information". Each LHA is also required to provide the DHCD with a list of staff persons authorized to conduct wage matches.

S. Cusolito and Chair S. Cline signed on behalf of the SHA.

Annual Town Report: Commissioners signed to authorize submission of the Annual Town Report.

Meeting Time: Tabled.

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

Livable Sudbury: At the Board's request, S. Cusolito contacted Senior Center ED Debra Galloway to inform her of its interest in participating in this endeavor. Debra will advise the COA of the SHA's interest at its January 9 planning meeting. In June, S. Cusolito responded to a questionnaire focused on seniors and housing in Town, a component of the Livable Sudbury undertaking.

Liaison Reports: Housing Trust: L. Pastuszek reported that she drafted a letter on behalf of the Trust and will make a presentation to the Board of Selectmen at its meeting tonight, both focused on the status of the Maynard Road property. All properties closed in December; some site work remains to be completed.

CPC: The CPC expects to approve Warrant articles at its January 17 meeting. There is renewed interest in tracking previously awarded CPA funds and associated expenditures.

Melone: S. Swanger reported that the GeoInsight report on the Melone site has not been issued to date.

Open Forum: No comments.

UNFINISHED BUSINESS

Board Member Elections/NAHRO Survey: Because the DHCD has not issued viable regulations on the transition to include a tenant board member, the State Elections Board opted to allow towns to decide for themselves how to proceed with a vacated seat. Town Manager Melissa Rodrigues directed that the SHA's upcoming vacancy be listed on the Town's March 26 annual election ballot. After some discussion, Associate Member T. Layden agreed to seek election to the Board. Members offered both insight and support as she navigates the process.

MassNAHRO distributed a questionnaire to LHAs concerning the tenant board member position, to which Commissioners provided a collective response that will be submitted electronically.

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

FISH 288051: 705 bathroom rehab. Another delay by the contractor pushed the start date from January 8 to January 22. Maintenance plans to make some long-needed improvements during the rehab.

FISH 288053: 667 Landscape project. DHCD did not approve the schematic design. It was recently resubmitted with financials, which were absent in the initial submission.

FISH 288059: Water heater unions. The consultant's technical report remains outstanding.

FISH 288060: Village siding/trim project. The advertisement is expected to publish in January.

FISH 288061: ADA door replacement. RCAT planned to advertise this project right after the new year, but has not advised with its proposed schedule.

FISH 288064: Utility cable project. DHCD did not approve the schematic design. It was recently re-worked/re-submitted.

DIRECTOR'S REPORT

The cash receipt report was presented.

Interviews for the administrative assistant position have been completed and reference checks are underway on two finalists narrowed from a field of nearly 160 applicants.

Vacancies: A vacancy due to an internal transfer is expected to be filled by mid-month.

Evictions: No current actions.

Maintenance: Inspection of 705 units continues, as well as completion of deferred and routine work orders.

EXECUTIVE SESSION

Adjourn: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted to adjourn the January 9, 2018 Regular Session and move to Executive Session for the purpose of discussing personnel matters, as discussion in open meeting might compromise employee confidentiality, not to return to Open Session. The time was 6:05 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director

RANKING OF PREFERENCES - Tenant Board Member in Towns
 (note: 1= highest preference, 2=next highest preference, etc.)

RANK	Board Size: Decision 1
2	7 members (will be an expansion)
1	5 members (will require shrinking town-elected board from 4 to 3)

RANK	If 7 members: Decision 2 - How many tenants/How to seat on Board?
	Add 2 tenants by tenant election (vote-by-mail/online; administered by DHCD procured third-party vendor)
	Add 2 tenants by appointment by Board of Selectmen from list provided by LTO (if any)
	Add only 1 tenant by tenant election (vote-by-mail/online; administered by DHCD procured third-party vendor)
	Add only 1 tenant by appointment by Board of Selectmen from list provided by LTO (if any)

RANK	If 5 members: Decision 2 - How to Shrink from 4 to 3?
3	Run-off election between 4 members
2	First expiring seat after effective date of corrective legislation
1	Member wishing to step down does so

RANK	If 5 members: Decision 3 - How to seat tenant on Board?
2	Vote-by-mail/online tenant election administered by DHCD-procured third-party election vendor
1	Appointment by Board of Selectmen from list provided by LTO (if any), similar to Mayor in cities

RANK	Decision 4: - How to Fill Seat if Waiver is Required Because No Eligible Public Housing Tenant Is Interested (several options may apply as "waterfall", please indicate ranking of preference)
3	Board of Selectmen (BOS) appoints resident with a tenant-based or project-based voucher issued by the LHA
2	BOS appoints resident with a tenant-based or project-based voucher living in the town
4	BOS appoints resident of privately owned, rent-restricted low-income rental housing in town
5	BOS appoints town resident who lives in privately owned, non-rent-restricted housing in town and has income less than public housing income limit
1	BOS appoints any interested town resident until such time as eligible tenant expresses interest (appointment to last not more than 5 years)

	Do you currently have tenant on board that was elected in town election?
	YES
X	NO

	If YES, when does his/her term expire?

