

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

July 10, 2018

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 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

Minutes: A motion was made by A. Lepak, seconded by T. Layden, and voted, to approve the minutes of the June 12, 2018 Regular Session as amended. S. Swanger abstained.

A motion was made by A. Lepak, seconded by K. Kang, and voted, to approve without release the minutes of the June 12, 2018 Executive Session. S. Swanger abstained.

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

NEW BUSINESS

Performance Management Review, PMR: The desk audit portion of the PMR was presented. The on-site portion of the PMR, which focuses on inspections and work order practices, is scheduled for July 20.

FY2021 Formula Funding Award: The SHA funding for FYE 2021 is \$102,994. Funding has remained relatively constant over the last several years.

Public Housing Administration Notices, 2018-10, 11: S. Cusolito provided the link to those Notices published since the June 12, 2018 Regular Session. PHN 2018-10 outlines the long-awaited roll-out of the new waitlist portal, CHAMP.

Liaison Reports: S. Swanger will attend the July 17 Selectmen's meeting, at which the three proposals received in response to the Melone RFP will be discussed. He expressed some concern with the timing in terms of Town boards and community input. Only one of the three proposals, Quarry North, includes housing, which the board agreed by consensus provides an advantage over the others.

UNFINISHED BUSINESS

Liaison Assignments: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to support the application for appointment of K. Kang to the Sudbury Housing Trust.

A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to appoint T. Layden to the ED Liaison subcommittee.

Staffing Update: S. Cusolito provided an update on both administrative and maintenance staffing.

Voted August 14, 2018

ED Contract: S. Cusolito noted that NAHRO continues to lobby for a revision to the DHCD contract template and proposed the option of formalizing an at-will agreement. Such an agreement would require significant revision to the SHA's Employment Policy. The remainder of discussion was tabled and deferred to the ED Liaison Subcommittee.

Formula Funding Projects Update

FISH 288051: 705 bathroom project: A Kohler rep viewed the tub on May 21 and determined that the defects are repairable and the warranty would hold. SHA was unable to attend the site visit and prefers replacement when the tub walls are removed.

FISH 288053: 667 Landscape project. The 100% CDs were approved by DHCD; however, the SHA's spending cap requires the project to bid in 2019.

FISH 288060: Siding. Kick-off is expected to occur within the next two weeks.

VOTE: 288061: ADA doors. A motion was made by T. Layden, seconded by S. Cline and unanimously voted, to approve Change Order #1 kick-plate material change for a cost not to exceed \$600.

The architect negotiated for the swap-out to a more sturdy kick-plate at net no cost; however, the invoice did not reflect the agreement. Final cost is pending. The 95% payment has been issued.

FISH 288064: Utility cable. SHA has not received word on the schedule for bidding, but prefers the project complete by the end of the calendar year.

All costs incurred on capital projects through June 30 must be submitted by July 20.

Outreach to Legislators: S. Cline contacted State Senator Jamie Eldridge concerning his comments at the April 24 Selectmen's meeting about the SHA's winter storm response. Senator Eldridge offered to reach out to S. Cusolito and residents.

Bank Signatories: Members signed on all Middlesex Savings and Main Street Bank accounts.

DIRECTOR'S REPORT

The cash receipt report was presented.

MCAD training is tentatively scheduled for the August meeting.

Rent increase requests for New Duplex and SHA-LIP programs were approved.

S. Cusolito attended the third meeting of the Supportive Services Subcommittee on June 20, with the next scheduled for August 6.

A Peakham Road abutter walking her dog through Musketahquid Village was bitten by a resident's dog. Animal Control was involved. Village residents have complained that non-residents walk through the property and do not curb their dogs. There is an apparent misperception by the non-residents that the Village is public property. Some follow up with the abutter is planned.

Vacancies: Screening continues for the New Duplex and 705 vacancies; turnover work and screening for one 667 vacancy is also underway.

Evictions: None.

Voted August 14, 2018

Maintenance: Vacancy work, 667 inspections, and work related to a Request for Reasonable Accommodation (RRA) are underway in addition to preparations for the PMR.

Adjourn: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted to adjourn the July 10, 2018 Regular Session. The time was 5:45 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director

Voted August 14, 2018