

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

June 12, 2018

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 p.m. Those present were: Vice Chair: K. Kang; Treasurer: A. Lepak; Member: T. Layden; Member: S. Cline; Executive Director: S. Cusolito

NEW BUSINESS

Minutes: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the minutes of the May 1, 2018 Regular Session.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the minutes of the May 1, 2018 Executive Session as amended.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the amendment to the approved minutes of the February 28, 2018 Special Session.

A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to approve the release of approved minutes of the April 8, 2014; December 29, 2015; December 13, 2016; March 27, 2017; May 9, 2017; and December 12, 2017 Executive Sessions.

Checks: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the checks written in April and May 2018 and the year-end financial reports for the New Duplex and SHALIP programs.

The Q4 Formula Funding report was presented.

S. Cusolito reported that most FYE18 year-end submissions were made by the May 31 deadline, with some exceptions due to validation issues with new required reports that delayed submissions until June 1.

Melone RFP: S. Swanger invited those who requested the RFP or attended the site visit to contact the SHA to explore opportunities for partnership. Three entities contacted the SHA; two discussed generally the SHA's interests and those summarized in the RFP.

FISH 288060, 667 Selective Siding Replacement Re-Bid: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to accept the bid of Edward Paige Corporation, the lowest qualified, responsive bidder, in the amount of \$126,969 exclusive of alternates for FISH 288060, 667 Selective Siding Replacement Re-Bid, and to authorize K. Kang to sign on behalf of the SHA.

Fee Accountant Contract Renewal: A motion was made by A. Lepak, seconded by T. Layden, and unanimously voted, to approve renewal of the accounting services contract with Milne, Shaw & Robillard, P.C for FYE19 under the terms as specified, and to authorize S. Cusolito to sign on behalf of the SHA.

Voted July 10, 2018

AUP Services Contract: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to approve the contract for Agreed Upon Procedures (AUP) services with Gary L. DePace CPA, PC, and to authorize S. Cusolito to sign on behalf of the SHA.

Housing authorities are required to keep the same firm in the first three years of AUP services. The upcoming audit represents the third year. The fee has been held constant at \$3,600.

GASB 75 Report: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to authorize S. Cusolito to engage services to update the GASB report, as required every three years.

Bank Signatories: A motion was made by T. Layden, seconded by S. Cline, and unanimously voted, to assign signatory rights to Sheila M. Cusolito, Steven Swanger, Kaffee Kang, Amy Lepak, Theresa Layden, and Sherrill Cline only for Sudbury Housing Authority for all accounts held at Marlborough Savings/Main Street Bank.

Liaison Reports: Commissioners discussed the need for a Member to serve on the Housing Trust, as well as to reach out to the Selectmen to determine who will serve as the SHA's liaison. Discussion will continue at the next Regular Session.

Mara Huston joined the Sudbury CPC as the Park & Recreation representative.

Outreach to Legislators: Commissioners discussed outreach to Senator Jamie Eldridge, who criticized the SHA's winter storm response at the April 24 meeting of the Board of Selectmen. Senator Eldridge stated that he'd heard from a "couple of constituents". The SHA communicated with the Senator by email in March, but was unable to reach him for a follow-up exchange. S. Cline or S. Swanger will reach out to Senator Eldridge to express the SHA's concerns.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the May 1, 2018 Regular Session. PHN 2018-09 outlines management services agreements, which are becoming more prevalent across the state and which the SHA might want to consider in whole or in part as a way to increase efficiencies.

UNFINISHED BUSINESS

MassHousing Planning for Housing Production Program: The SHA was not granted an award of technical assistance, but will have the opportunity to follow up with MassHousing.

ED Contract: The ED contract template was updated by DHCD since the SHA's last submission; however, DHCD did not communicate with SHA in timely manner to allow for the contract to be submitted with the budgets by the May 31 deadline. Moreover, NAHRO leadership has expressed concerns, particularly for directors of small housing authorities, with the contract template and engaged an attorney to draft an alternative version. S. Cusolito asked that some terms be reviewed by the Board and distributed an at-will MOU as an option in the interim.

The Board had requested a staffing plan update in June; however, the subcommittee did not meet to allow for the discussion to proceed.

DIRECTOR'S REPORT

Voted July 10, 2018

The cash receipt report was presented.

Rent increase requests for New Duplex and SHA-LIP programs are pending.

S. Cusolito attended the NAHRO conference May 20–23 and will attend the third meeting of the Supportive Services Subcommittee on June 20.

Formula Funding Projects Update

FISH 288051: 705 bathroom project. Kirk Fulton, the new RCAT Northeast Director is overseeing the resolution of work quality issues. Architectural Consulting Services, ACS, was hired for an expanded scope of services, including a site visit to review the work for alignment with specifications. The resulting report was utilized as the basis for discussion at a May 25 on-site meeting with R. Mullen, his contractors, SHA and K. Fulton. The contractor submitted a proposal for work scope, modified by RCAT. A defective tub could significantly change the scope, pending a site visit by a manufacturer's representative.

FISH 288053: 667 Landscape project. For funding reasons, this project will not be bid until 2019.

FISH 288061: ADA doors. Final punch list items are being addressed.

FISH 288064: Utility cable. No updates on a schedule for advertising have been provided.

Vacancies: A local parent and child were housed in the two-bedroom unit on Fairbank Circle, vacated in April. A second 705 turnover is underway. Applicant screening for the New Duplex vacancy continues. A 667 unit will be vacated at the end of June for a resident relocating to The Coolidge for elevator access.

Evictions: None.

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

EXECUTIVE SESSION

Adjourn: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted to adjourn the June 12, 2018 Regular Session and move to Executive Session for the purpose of discussing potential litigation, as to do so in open session might compromise the position of the Housing Authority, not to return to open session. The time was 5:25 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Minutes prepared by S. Cusolito, Executive Director

Voted July 10, 2018