

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

May 1, 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

Member-Elect: T. Layden, J. Milne, CPA

#### **NEW BUSINESS**

**Minutes:** A motion was made by S. Swanger, seconded by L. Pastuszek, and voted, to approve the minutes of the April 11, 2017 Regular Session as amended. A. Lepak abstained.

A motion was made by S. Swanger, seconded by L. Pastuszek, and voted, to approve the minutes of the July 11, 2017 Regular Session as amended. A. Lepak abstained.

A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted by the quorum present, to approve the minutes of the December 29, 2015 Executive Session. Quorum: S. Swanger, S. Cline, L. Pastuszek.

A motion was made by L. Pastuszek, seconded by A. Lepak, and unanimously voted, to approve the 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 minutes of the April 17, 2018 Regular Session. L. Pastuszek abstained.

**Budgets and Year-End Certifications:** A motion was made by L. Pastuszek, seconded by A. Lepak, and unanimously voted, to approve the FYE17 Budget Revision 01 as presented.

A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the FYE18 budget, subject to the updated ED salary schedule.

A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously voted, to approve the FYE19 budget as presented.

The FYE19 budget provides for up to 35 hours/week of administrative support staff time, and includes a one-time \$10,000 technology exemption. It also holds the ED salary at \$62,505 as required by the DHCD and outlined on the ED Salary Calculation Worksheet, which was signed by S. Cline.

All budgets, revisions, certifications, reports, and the ED contract are due by May 31, 2018.

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to authorize the Professional Development subcommittee to assist with ED contract preparation.

Subsequent to submission of the ED contract approved by the Board in March 2017, but prior to its acceptance by DHCD, the state revised the ED contract template.

Voted June 12, 2018

**Positions and Compensation (Top 5) & Tenants' Accounts Receivable (TAR) Certifications:** The new formats and reporting requirements for the Top 5 and TAR were explained prior to Board signature.

**Lead Paint Certification:** The new format and reporting requirements for the Lead Paint Certification was explained prior to Board signature.

**FYE18 Q4 Report:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the 400-1 FYE18 Q4 report.

J. Milne explained that OPEB placeholder has been moved on the balance sheet, which decreases the % net revenue.

**Board Member Elections:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the slate as presented, pending T. Layden being sworn into office.

Chair: S. Swanger

Treasurer: A. Lepak

Member: S. Cline

Vice Chair: K. Kang

Member: T. Layden

### **EXECUTIVE SESSION**

**Adjourn:** A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted to adjourn the May 1, 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 5:26 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director

Voted June 12, 2018