

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

September 11, 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; Executive Director: S. Cusolito

Minutes: A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to approve the minutes of the August 14, 2018 Regular Session.

Checks: A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to approve the checks written in August 2018.

NEW BUSINESS

Personnel Policy: Tabled.

Rent Write-Off: The Board requested outreach to the former residents of 15 Ford Road to negotiate a repayment agreement as an alternative to legal action.

ED Evaluation: Two suggestions will be incorporated into the proposed revision to the ED evaluation form: a “not applicable” option to the subcategories and an average score to each category. Discussion was otherwise tabled.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the July 10, 2018 Regular Session.

Agreed Upon Procedures, AUP: Staff is preparing for the third annual AUP, scheduled for October 30.

Liaison Reports: S. Swanger reported that Selectmen will vote this evening on one of the three proposals received in response to the Melone RFP. The Quarry North proposal is expected to be voted. Quarry North developer Chris Claussen has been in contact with Mr. Swanger and is interested in meeting with SHA if his proposal is voted. The Board discussed ways in which the SHA might have a role in the development.

S. Swanger encouraged Members to attend the evening’s Selectmen’s meeting, at which the three responses on the Melone property would be discussed. Based on SHA’s position on Melone, a memo in support of Quarry North was submitted to the Selectmen. Other Town entities overwhelmingly supported Quarry North, some with caveats.

SHT: K. Kang’s application to the SHT, along with SHA’s letter of support does not appear on tonight’s Selectmen’s agenda. S. Cusolito will follow up.

Voted October 9, 2018

CPA: The funding request timeline was recently published. SHA does not plan to submit a request.

UNANTICIPATED BUSINESS

Tree Removal Contract: A motion was made by A. Lepak, seconded by K. Kang, and unanimously voted, to authorize S. Cusolito to sign a contract for tree removal and pruning in an amount not to exceed \$38,560.

The SHA advertised for tree services with the Town and received a quote from the contract awardee, Mayer Tree Service; however, it is not clear that the contractor utilized the pricing outlined in the IFB response. If it is determined that the outlined price was not utilized, the SHA will re-bid the work.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Maintenance Policies: Tabled.

725 Boston Post Road Town RFR: S. Cusolito and S. Swanger participated in a telephone conference with one of three condominium Trustees, the seller, each parties' legal counsel, and Liz Rust of RHSO. There was some confusion on the part of the Trustees that L. Rust was serving as a facilitator; the Trustees had previously communicated through her that the Condominium was not interested in having the unit sold as a permanent rental. After some discussion, the Trustee agreed to arrange a meeting for the SHA to make a presentation to owners. The concerns cited were challenges with refinancing, apparently due to the number of units used as rentals. In addition, there were difficulties with the tenants in one unit. S. Cusolito will research the refinancing criteria and prepare a presentation. K. Kang will represent the SHA Board.

A motion was made by A. Lepak, seconded by K. Kang, and unanimously voted, to undertake and enter into any contracts, agreements, restrictions and transactions as are necessary or desirable to complete the acquisition and financing of 725 Boston Post Road, Unit 15, Sudbury ("Property"), for \$166,500; and, in connection with the foregoing, that Steven Swanger, acting in his capacity as Chairperson and/or Sheila Cusolito, acting in her capacity as Executive Director, shall take all such actions, and shall enter into, execute and deliver all documents either of them deems necessary or desirable, in their sole and continuing discretion, on behalf of the Authority, to ratify any action previously taken by Steven Swanger, acting in his capacity as Chairperson and/or Sheila Cusolito, in her capacity as Executive Director, in connection with the acquisition and financing of the Property; or to waive/release the rights of the Sudbury Housing Authority as assigned by the Town of Sudbury in the event the purchase cannot be completed.

Wait List Portal Roll-Out: S. Bonney attended a day-long training, which can be augmented by web-based training in the next few weeks. The system is scheduled to go "live" just after the new year; housing authorities are to continue with current operations; however, current wait lists may now be accessed through the portal.

Capital Projects Update

FISH 288051 705 bathroom: SHA is awaiting word on the new installation schedule.

FISH 288060 667 siding: On-site work began this week, somewhat delayed.

Voted October 9, 2018

FISH 288061 ADA doors: RCAT facilitated adding a second phase and will process a request for additional Formula Funding. The additional work, expected to total less than \$2,000, will allow the doors to be secured after hours without disengaging the automated opener.

FISH 288064 Utility cable: The contract documents are in process. Once in order, the pre-construction meeting will be scheduled and the Notice to Proceed issued.

DIRECTOR'S REPORT

The cash receipt report was presented.

NAHRO conference: The fall conference will be held in Natick the first week in December.

Emergency Plan: The SHA's Emergency Plan, recently requested by the Fire Department, is being updated.

Vacancies: A lease was signed for the two-bedroom unit on Pine St. Screening for the New Duplex vacancy on Ford Road continues. The SHA has nearly exhausted the applicant pool, with many applicants either no longer available or failing to meet the eligibility criteria.

Evictions: No actions.

Maintenance: 667 unit inspections are underway. The maintenance position has been re-advertised.

ADJOURN

A motion was made by A. Lepak, seconded by K. Kang, and unanimously voted, to adjourn the September 11, 2018 Regular Session and move to Executive Session for the purpose of discussing potential litigation and real property acquisition, as to do so in open session might compromise the position of the Housing Authority, not to return to open session. The time was 5:20 p.m.

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director

Voted October 9, 2018