

SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD
SUDBURY, MASSACHUSETTS 01776
sudburyhousing@verizon.net

SHEILA M. CUSOLITO
Executive Director

PHONE: 978-443-5112
FAX: 978-443-5113

MINUTES OF THE REGULAR MEETING

December 11, 2018

The SHA met in open session at 55 Hudson Road, Sudbury, at 3:30 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

Also present: prospective tenant Board member T. Vitvitsky

Minutes: A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve without release, the minutes of the September 11, 2018 Executive Session as amended.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve without release, the minutes of the November 13, 2018 Executive Session.

A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the minutes of the November 13, 2018 Regular Session.

Financials: A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the checks written in November 2018.

The November 2018 financial reports were presented.

NEW BUSINESS

2019 Meeting Calendar: The 2019 meeting calendar was presented. Board meetings will continue to be held on the second Tuesday of each month at 4:00 p.m.

Contract for Tree Work, Change Order #1: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to approve Brightview Tree Care Services, Inc. Change Order #1 for additional tree pruning or removal as outlined, in an amount not to exceed \$13,333.

In the course of performing the work bid under OSD FAC-103, the contractor advised the SHA on additional recommended work. The Change Order also includes work identified, but not quoted, under the original scope of services due to tree tag loss/removal. Brightview will apply a 10% discount to the final cost for work performed December 2018 through March 2019.

FISH 288051 705 Bathroom Rehab Change Order #2: A motion was made by S. Cline, seconded by A. Lepak, and voted, to approve FISH 288051 705 Bathroom Rehab Change Order #2 in the amount of \$2,702.50 for work related to replacement of the bathtub and heat vent cover. The vote was 3–2 in favor; S. Swanger and K. Kang opposed.

Voted January 8, 2019

The SHA found defects in the originally installed tub. Although the manufacturer inspected and determined that it would warrantee the tub, the SHA requested a replacement to minimize the work involved should the original tub fail at some point in the future. The SHA also requested a change in the heat vent cover to minimize the risk of damage from an overflow. The Change Order reflects costs for acquisition of the vent cover and installation of both items. Kohler agreed to provide a new tub at no cost.

Those not in favor opined that the contractor should not have installed the original, defective tub and that there should be no additional costs for a plumbing subcontractor. Those in favor noted that protracted timeline of the project, as well as the fact that the contractor might not have seen the tub defects prior to installation; in fact, SHA staff and the resident reported the defects after installation.

FISH 288060 667 Siding Certification of Substantial Completion and Certificate of Final Completion:

A motion was made by K. Kang, seconded by T. Layden, and unanimously voted to approve the Certificate of Substantial Completion on FISH 288061, 667 Siding, and to authorize the Requisition 3 payment of \$3,847.97 to Edward Paige Corporation.

A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted to approve the Certificate of Final Completion on FISH 288061, 667 Siding, and to authorize the Requisition 4 payment of \$6,348.45 to Edward Paige Corporation.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the November 13, 2018 Regular Session.

Liaison Reports: Melone: The Special Town Meeting related to the Quarry North proposal is scheduled for this evening. S. Swanger reported that he and Housing Trust Chairwoman L. Pastuszek met with Quarry North associate Christopher Kennedy to discuss the proposed Melone development and possible SHA involvement. Mr. Kennedy mentioned the possibility of utilizing some of the units as affordable rentals for a fixed period. Ms. Pastuszek engaged L. Rust of the RHSO to prepare a memo outlining options, one of which was to have the SHA lease the units and subsidize the rents.

S. Swanger also met with Town Manager Melissa Rodrigues, Selectman Bob Haarde, and Planning Board Chairman Stephen Garvin to discuss the possible use of the \$1M in mitigation funds for housing endeavors. The Town Manager reported that by state law, the funds can only be used for capital projects. The \$1.1M Melone stabilization fund, resulting from use of the property as a gravel pit, is earmarked for open space and recreation.

A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to decline to pursue the proposals for the SHA to engage in a leasing option with Quarry North.

Some Members expressed concerned with the RHSO memo's distribution to Town leadership prior to consultation with the SHA. Among reasons cited for declining to pursue the proposal were the absence of an incentive and the associated exposure of the SHA to financial risk. Moreover, the arrangement was gauged to involve significant administrative challenges that would outweigh the prospective benefit.

Master Plan Steering Committee: Commissioner A. Lepak agreed, with the Board's thanks, to serve on the Committee.

SHT: The SHT is scheduled to meet this evening, primarily to discuss its position on Quarry North, including the memo prepared by the RHSO.

CPC: The CPC will next meet on December 19. Funding proposal review will commence in January.

Voted January 8, 2019

OPEN FORUM

T. Vitvitsky, c. 667 resident and prospective commissioner, commented on the lack support in Town for affordable housing and its residents, noting the need to change this attitude. S. Cusolito opined that advocacy by residents of affordable housing could be a powerful mechanism to change attitudes, noting that she was impressed by a Longfellow Glen resident who contacted SHA to better understand its position on Melone prior to Town Meeting. T. Layden reported on the first effort to her knowledge, of Longfellow residents organizing, in this instance, around the Quarry North Town Meeting articles.

UNFINISHED BUSINESS

Maintenance Policy: A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the SHA Work Order Policy and Practices.

ED Evaluation: Members will submit their comments to A. Lepak by the first of January. She and T. Layden will meet to consolidate the evaluation prior to the January 8 meeting.

AUP Results: The SHA received no findings on this year's AUP. Although the final report was issued too late for the SHA to submit a comment; the Board discussed submitting a comment on DHCD's second failure to review and return the ED contract, which was resubmitted in August. Apparently DHCD requested that LHA's not receive an exception if DHCD had not returned the contract within the prescribed time-frame. S. Cusolito noted likely imminent action by Mass NAHRO concerning the ED contracts and will await word on that prior to determining the value of a response to the AUP.

Capital Projects Update:

FISH 288051 705 bathroom: The target re-start date is now January 7.

FISH 288053 667 landscape: The target advertisement date is January for both improvements and maintenance.

FISH 288060 667 siding: As previously discussed and voted.

FISH 288061 667 ADA doors: The security component installation will commence on December 13.

FISH 288064 667 utility cable: The contractor has not received component pricing from Eversource for a necessary change order. The construction start has been postponed until spring.

FISH 288065 667 emergency septic repair: Weston and Sampson technicians restored the wiring configuration for the septic pump control on November 21, eliminating the need to hand operate the pump two times each day. Technicians believe the issue is with one of the two pumps, rather than a control wiring failure, and will follow up with a pump replacement cost proposal.

DIRECTOR'S REPORT

The cash receipt report was presented.

NAHRO Conference: In addition to attendance by S. Cusolito and administrative assistant S. Bonney, Commissioners A. Lepak and T. Layden also attended. Discussion was tabled for a future meeting.

Heat Pump Problems: The SHA will need to determine what, if any, modifications to the systems or their locations it is willing to fund in order to maximize use for both heating and cooling.

Voted January 8, 2019

Vacancies: There is one c. 667 vacancy due to a resident's death. A second 667 resident gave notice to vacate at the end of January to move in with family. A New Duplex Landham Road resident gave notice to vacate at the end of December. The Ford Road applicant screening is nearly complete. relocation of the resident out of state. The 705 unit at Fairbank Circle was vacated on December 8.

Evictions: There has been no response to the Notice to Quit issued November 9 to a 667 resident. The next step is a Summary Process Summons and Complaint (eviction).

Maintenance: All 667 unit inspections were completed. The 705 inspections were delayed due to tenant illness. The SHA is considering hiring its former maintenance mechanic/laborer, Moshe Jacob, on a part-time temporary basis through winter while it continues the search for an appropriate candidate for the permanent position.

ADJOURN

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the December 11, 2018 Regular Session and move to Executive Session for the purpose of discussing potential litigation and real property acquisition, for to do so in open session might compromise the position of the SHA. The time was 5:05 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 January 8, 2019