

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

November 13, 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

Also present: prospective tenant Board member T. Vitvitsky

Minutes: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the minutes of the October 9, 2018 Regular Session.

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

The October 2018 financial reports were presented.

The FYE18 payment of \$4,101.10 to the DHCD Housing Stabilization Fund, per the HSF Promissory Note for the New Duplex development loan, was outlined.

NEW BUSINESS

Contract for Tree Work: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to award a contract for tree removal and maintenance to Brightview Tree Care Services, Inc., the lowest, qualified bidder under Statewide Contract FAC-103, in the amount of \$29,898.

At its September 11, 2018 meeting, the Board voted execution of a contract for tree service not to exceed \$38,560, the value of the quote received from Mayer Tree Service, under contract with the Town. The Town of Sudbury and the Sudbury Housing Authority jointly advertised for tree service; however, the quote from Mayer Tree Service was subsequently determined to be based on pricing other than what was outlined in its response to that solicitation. The SHA then solicited contractors registered with the Operational Services Division under FAC-103, including Mayer.

Formula Funding Fees: A motion was made by T. Layden, seconded by A. Lepak, and unanimously voted to authorize payment of administrative fees to S. Cusolito under Formula Funding guidelines and DHCD policy for part-time executive directors in the amount of \$14,264 for FISH projects 288051; 288053; 288060; and 288061 on the basis of project status.

Capital Improvement Plan: A motion was made by A. Lepak, seconded by T. Layden, and unanimously voted, to approve the CIP 2019 as presented.

Voted December 11, 2018

The CIP covers DHCD fiscal years 2019-2023. Public housing residents were solicited for input through newsletter and email outreach; meetings for resident comment on the plan were held on November 5 and 8, 2018.

Real Property RFP: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to advertise through a Request for Proposals for real property.

The SHA recently received inquiries from two homeowners interested in exploring the option to sell to the SHA.

Rent Write-Off: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to write-off a debt of \$4,171.68 owed from the former residents of 15 Ford Rd, who departed unexpectedly in February 2018.

The SHA issued a Notice to Quit for non-payment; however, the residents vacated prior to its execution. In September, the Board asked that the debt be pursued. Outreach to the residents and repayment negotiation is underway.

Wait List Openings: The SHA received two days' notice of a directive from the DHCD to advertise a lottery to accept applications for its c. 667 and c. 705 programs as part of the roll-out of the online application portal, CHAMP. Within the 19-day window for submission, the SHA received more than 300 applications, which it was required to process prior to the November 9, midnight lottery. This first round of processing newly submitted applications raised many questions and concerns, related both to policy and logistics, about the CHAMP system. The wait lists for the program will continue to be open to new applicants.

The SHA also recently advertised the opening of the Sudbury Duplexes (New Duplex) wait list. Applications will be accepted over a ten-day period for a lottery scheduled for November 26 that will be administered by MCO Housing Services. The SHA successfully negotiated with the DHCD to modify the application fields to maximize the chances of reaching applicants at the time of screening; however, it was unsuccessful in negotiating other enhancements to the application process. In addition to the narrowed application receipt window, the submission requirements, required by the program's Affordable Fair Housing Marketing Plan, as well as other regulatory tenets, are expected to limit the response compared to that received for the c. 667 and c. 705 programs. Following the lottery, the Sudbury Duplex wait list will also remain open.

Board Member Elections: MassNAHRO recently circulated the final text to amend MGL 121B related to LHA tenant board member elections in towns. The amendment language was developed collaboratively by MassNAHRO, Massachusetts Union of Public Housing Tenants, Massachusetts Law Reform Institute, and CHAPA and submitted to the Joint Housing Committee Chairs, Senator Joseph Boncore and Representative Kevin Honan. Housing authorities were encouraged to send letters of support to their legislators. The proposed amendment has some provisions for LHAs with no interested or eligible residents. The leadership team is hoping the measure will be place in time for spring 2019 elections.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the October 9, 2018 Regular Session.

Voted December 11, 2018

Liaison Reports: Melone: S. Cusolito circulated copies of communications submitted to Town leadership by the SHT and SHA. Members were encouraged to attend the November 27 forum on the Quarry North proposal.

Master Plan Steering Committee: The SHA was invited to select a Member to serve on this subcommittee. After some discussion, S. Swanger was put forward as the likely representative, with A. Lepak as an alternate. S. Cusolito also offered to serve in an interim capacity. She will communicate with Town staff about the possibility of postponing the decision until all Members are present at the December 11 meeting.

SHT: The SHT is scheduled to meet on November 16.

CPC: The Coolidge CPA fund request was reduced from \$631K to approximately \$450K due to receipt of HOME funds for the second-phase development. There has been no outreach to the SHA by B'nai B'rith. The December 5 CPC hearing will be broadcast by Sudbury TV.

Commission on Disability: S. Swanger and S. Cusolito met with the newly reconstituted COD, currently comprised of three members, on October 19. S. Cusolito will serve as the liaison in the near term.

OPEN FORUM

T. Vitvitsky, c. 667 resident and prospective commissioner, commented on the lack of stove ventilation at Musketahquid Village. S. Cusolito noted stove vents were suggested years ago, but not added to the capital plan, presumably because of challenges with retrofitting. Commissioners generally agreed this should be explored as a capital project. Current spending priorities and commitments for funds did not allow for projects to be added in the years through 2023; however, a project can be created for eventual inclusion in the capital plan.

UNFINISHED BUSINESS

Personnel Policy: A motion was made by S. Cline, seconded by T. Layden and unanimously voted, to approve the Personnel Policy as amended.

Maintenance Policies: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to approve the following policies as presented:

Preventive Maintenance Policy

Emergency Work Order Policy

Deferred Maintenance Policy

The Work Order Policy and Practices will be voted in December after minor revision.

ED Evaluation: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the ED Evaluation form as presented.

A. Lepak and T. Layden met with S. Cusolito on November 2 to finalize the draft presented to the Board.

ED Contract: Formal communication from the DHCD on the status of the contract, resubmitted in August following receipt of input from the DHCD, has not been received.

Voted December 11, 2018

AUP Results: The on-site review occurred on November 1, with the formal report expected by the end of November. All indications are that SHA performed very well, notwithstanding the lack of a DHCD-approved ED contract, also a finding last fiscal year.

Capital Projects Update:

FISH 288051, 705 bathroom: The contractor would like to re-start the work on December 4; however, it is not clear that all materials will have been received by that date.

FISH 288053, landscape: The target date to advertise the improvement project and the maintenance piece is January.

FISH 288060, 667 Siding: Only some painting remains. The quality of work is very good.

FISH 288061, ADA doors: The SHS still hasn't received word on scheduling the security component, an add-on to original project.

FISH 288064, Utility cable: Eversource has not communicated pricing related to some components of the planned work, as well as a necessary change-order to replace the main transformer at Peakham Road. It is likely that this work will be delayed until spring.

Emergency septic repair: Two times each day since the beginning of October, SHA staff has been operating one of the two pump stations manually, having been informed by the pump maintenance contractor that most control wiring has failed. At the October 2 pre-construction meeting for FISH 288064, it was discussed that this repair might be added to the scope of work of both BLW Engineering and Elm Electrical. The SHA also submitted a capital plan revision for an emergency repair, as well as reiterated a request for technical support, but has not received word from the DHCD on either. Three electrical contractors viewed the system in order to provide a quote for conductivity testing. Current conditions, including the 600-foot run, resulted in a suggestion to forgo testing and replace the wiring.

DIRECTOR'S REPORT

The cash receipt report was presented.

NAHRO Conference: The conference is scheduled for December 3-4 in Natick. S. Cusolito and administrative assistant S. Bonney will attend, as will Commissioners A. Lepak and T. Layden.

Training: Members were made aware of an opportunity for procurement training, designed for Commissioners, scheduled for November 27.

Heat Pump Problems: A manufacturer's representative was on site to review a number of issues related to use of the heat pumps during the warm months. The DHCD forwarded a copy of the representative's report; however, it gave no indication of what actions it supports to address the issues, which primarily relate to inadequate dehumidification, leaks, and noisy air share vents that operate only in heating mode.

Supportive Services Subcommittee: The connection to the service provider sector is proving valuable in assisting SHA residents with their needs.

Vacancies: There is one c. 667 vacancy due to relocation of the resident out of state. A c. 705 resident recently gave notice to vacate sometime in December.

Evictions: One non-payment was initiated on November 9 against a resident of Musketahquid Village.

Voted December 11, 2018

Maintenance: The last of the c. 667 inspections was postponed to allow for administrative time and attention to the wait list opening effort. The c. 705 unit inspections are expected to start in early December. Interviews and additional outreach for the maintenance position continue.

ADJOURN

A motion was made by A. Lepak, seconded by K. Kang, and unanimously voted, to adjourn the November 13, 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 5:35 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Minutes prepared by S. Cusolito, Executive Director

Voted December 11, 2018