

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

October 9, 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; Member: S. Cline; Executive Director: S. Cusolito

Minutes: A motion was made by K. Kang, seconded by S. Cline, and unanimously voted, to approve the minutes of the August 27, 2018 Regular Session as amended.

Minutes: A motion was made by A. Lepak, seconded by K. Kang, and voted, to approve the minutes of the September 11, 2018 Regular Session. S. Cline abstained.

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

FYE19 Q1 Reports, New Duplex, SHALIP: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the New Duplex and SHALIP FYE19 Q1 financial reports.

FYE19 Q2 Reports, 400-1, New Duplex, SHALIP: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to approve the 400-1, New Duplex and SHALIP FYE19 Q2 financial reports.

NEW BUSINESS

FEMA 2015 Storm Contract for Financial Assistance: A motion was made by K. Kang, seconded by S. Cline, and unanimously voted, to enter into a Contract for Financial Assistance between the Sudbury Housing Authority and the Massachusetts Emergency Management Agency, FEMA-DR-4214-MA, in the amount of \$2,989.84 for rooftop snow removal related to the January 26–28 Blizzard and to authorize S. Swanger, Chairman of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

Candle Policy: A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the candle policy as amended to include combustible and non-combustible incense and to expand the policy to include all family housing.

Use of candles that are not enclosed in glass jars or covered by glass enclosures, as well as use of combustible or non-combustible incense, is prohibited in all SHA-owned housing due to the potential fire hazard. Exceptions are made for use of candles during celebratory occasions, such as birthday and religious observations.

Voted November 13, 2018

FYE21 Contract for Financial Assistance 5001, Amendment 11: A motion was made by T. Layden, seconded by K. Kang, and unanimously voted, to approve Amendment 11 of the Contract for Financial Assistance 5001 between the Sudbury Housing Authority and the Commonwealth of Massachusetts in the amount of \$102,994 for FYE21 Formula Funding and to authorize S. Swanger, Chairman of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the September 11, 2018 Regular Session.

FYE20 Budget Guidelines, PHN 2018-18: The budget includes a 4% increase in the Allowable Non-Utility Expense Level, compared with a 5% increase for FYE19. The budget submission deadline is February 28, 2019.

Liaison Reports: SHT: Trustee applicants K. Kang and Selectwoman Janie Dretler were welcomed at SHT's October 1 meeting, with K. Kang's appointment by Selectmen slated for October 9. Ms. Kang reported that B'nai B'rith has requested an additional \$631K for the development of the Coolidge's second phase. The Trust recommended B'nai B'rith schedule time with other boards and committees. It will not proceed with its CPA request this year. S. Cusolito will follow up with information on the Coolidge rent structure and availability of Coolidge amenities to the general public.

CPA: S. Cline reported that the CPA fund request deadline was October 4. The CPC will meet to start the review process on October 17. Acquisition of Broadacres Farm on Morse Road is on the October 15 Special Town Meeting warrant. The property is defined by three parcels, with Parcel 1 adjacent to Featherland fields and proposed for recreational use and immediate acquisition at \$2M; Parcel 2, on which a residential dwelling sits, has only generally been defined for municipal use; and Parcel 3 defined for open space. The entire appropriation of \$5.5M must be voted; although only Parcel 1 is proposed for immediate acquisition. The acquisition must also be approved by the ballot on November 6. Commissioners discussed sending a letter to the Board of Selectmen, Town Manager, and CPC to be on record with an interest in a housing use for Parcel 2.

Melone: S. Swanger reported that the Melone warrant article will be indefinitely postponed and slated for a December 2018 Special Town Meeting in order to allow for greater study and negotiation around the Quarry North proposal. Despite a preliminary discussion with the developer, it is not clear that there's a role for SHA. Commissioners expressed an interest in exploring the possibility of setting aside some land, perhaps for c. 689 development.

Commission on Disability: On October 19, S. Swanger and S. Cusolito will meet with the newly reconstituted COD, currently comprised of three members.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Personnel Policy: Tabled. S. Cline will provide comments to S. Cusolito for review by the subcommittee.

ED Evaluation: After some discussion, the subcommittee agreed to reconvene and revise the template.

Voted November 13, 2018

Maintenance Policies: Tabled.

725 Boston Post Road Town RFR: S. Cusolito previously reported to the Board that on September 17, when she and K. Kang met with the Carriage Lane Condominium owners, the owners voted against the SHA's proposal to purchase Unit 15. Reasons related to favoring the ownership model, rather than concerns about financing other units, as was previously conveyed by L. Rust. A letter was sent to CHAPA to release the property for homeownership marketing. Previously discussed also was the apparent conflict of interest with the ongoing involvement of the RHSO, which was under contract with CHAPA to market the unit, but also advised the Town on its right of first refusal, during the period when the SHA was attempting to negotiate with owners. Several owners expressed confusion that the Condominium had previously communicated its vote through the RHSO, though it hadn't heard the SHA's proposal.

Capital Projects Update:

FISH 288051 705 bathroom: Those submittals received are under review. The target completion date is mid-December.

FISH 288053 Village Landscape project: DHCD recently informed SHA that its projected spending precludes undertaking this project until after July 1, 2019 and possibly for several years. Sufficient interest and investment in seeing that this project is not further delayed, as well as obtaining the scope of services for annual landscaping prior to July 1, leaves the option to fund it through reserves. A reimbursement from Formula Funding is not guaranteed.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to undertake FISH 288053, Musketahquid Village Landscape Project, utilizing operating reserves to cover project costs.

Total costs are estimated at \$40,031, with \$7,000 for design fees deriving from Formula Funding, leaving the balance of \$33,031 to be paid out of operating reserves. Advertising will begin as soon as DHCD makes a decision on whether it will continue with the project management or pass it to RCAT.

FISH 288060 667 Siding: On-site work began in September. Progress is slower than scheduled, in part due to weather.

FISH 288061 ADA doors: RCAT facilitated adding a second phase to accommodate an interest in securing the building without disengaging the automatic opener. The Formula Funding request for the additional costs is not yet approved, nor has the work been scheduled.

FISH 288064 Utility cable: The pre-construction meeting occurred October 2. Some discussion occurred in hopes of coupling a needed septic wiring repair to this project.

DIRECTOR'S REPORT

The cash receipt report was presented.

NAHRO Conference: The agenda for the December 3-5 conference, which will be held in Natick, has been posted. Administrative Assistant Sue Bonney will receive her MPHA certification.

Training: Administrative staff attended a tenant screening training provided by SHA's Regional Attorney.

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Conference: S. Cusolito attended a one-day conference in Natick on housing those with severe mental illness. The morning sessions featured service providers and beneficiaries of mental health services and housing; the afternoon sessions featured development specialists. Of note was a comment by one presenter with 50+ years in public housing administration and public and non-profit development, who indicated that the single biggest mistake made in state public housing was to house those under 60 and disabled with the elderly. Representative Karen Spilka highlighted the recently passed \$65M Housing Bond Bill and a \$2M increase in rental subsidies, the latter of which will support 174 individuals.

NSHEDA: S. Cusolito attended September's meeting, at which the new RCAT Northeast Director, Kirk Fulton, presented. Last spring, Mr. Fulton assumed RCAT responsibility for the 705 bathroom project, FISH 288051; he will continue serving as the SHA's RCAT project manager.

Commissioners were provided a copy of the SHA's PMR response, as it relates to capital spending and RCAT's project management.

Capital Planning: In the past, planning has begun in November with outreach to residents and input from maintenance. In March, the existing Plan is reviewed and revised, in preparation for presentation to residents and a Board vote in April. In an effort to align the capital planning process with the requirements of the roll-out of the annual plan requirement, capital planning for the March FYE was scheduled for October, with a Board vote required in November.

Heat Pump Problems: I reported a number of issues with the heat pumps, including leaks possibly related to both insufficient insulation on condensate lines and their general insufficiency to keep up with the high humidity experienced this summer. A resident who requested (but declined) a transfer is in a below-grade apartment that has a moisture problem not adequately addressed by the heat pump in air conditioning or dehumidification modes. At the SHA's request, some technical assistance will be provided to better define problems and possible solutions.

AUP: The Agreed Upon Procedures audit is scheduled for November 1.

Vacancies: One 667 vacancy recently occurred due to the death of a long-time resident. The New Duplex wait list has been exhausted. SHA is discussing potential modifications to tenant selection criteria with DHCD.

Evictions: No actions.

Maintenance: 667 inspections continue. The second round of advertising for the part-time maintenance position yielded a low response, but several interviews are scheduled.

ADJOURN

A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to adjourn the October 9, 2018 Regular Session. The time was 6:30 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Voted November 13, 2018

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director

Voted November 13, 2018