

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

April 9, 2019

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: S. Cline; Member: Theresa Layden; Executive Director: S. Cusolito

Minutes: A motion was made by K. Kang, seconded by T. Layden, and unanimously voted, to approve the minutes of the March 12, 2019 Regular Session.

A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to approve without release the minutes of the March 12, 2019 Executive Session as amended.

Financials: A motion was made by K. Kang, seconded by S. Cline, and unanimously voted, to approve the checks written in March 2019.

A motion was made by A. Lepak, seconded by K. Kang, and unanimously voted, to approve a payment of \$819.99 to Administrative Assistant S. Bonney for CHAMP-related work through January 14, 2019.

The DHCD allowed additional hours and billing at a rate of \$21.15 for CHAMP application data entry, and post-lottery administration. Invoices were submitted to the DHCD; it is expected that the funds will be reimbursed to SHA at some point.

S. Cusolito summarized the purchases made with the \$10,000 technology subsidy provided in FYE19. The purpose of the funding was to upgrade computer hardware, software, and related security, including establishment of a workstation for prospective housing applicants.

NEW BUSINESS

Governor's Appointee: Current Governor's appointee A. Lepak's term expires in July. She agreed to continue serving. A letter of support will be requested from the Board of Selectmen.

Travel Policy: A motion was made by K. Kang, seconded by T. Layden, and unanimously voted, to increase the mileage reimbursement rate for New Duplex-related travel to the applicable federal reimbursement rate coinciding with the fiscal year end, currently \$0.58/mile, and to specify a reimbursement for parking expenses related to housing authority business.

The DHCD public housing Budget Guidelines specify the reimbursement rate for state-public housing travel. The rate coincides with the current Massachusetts reimbursement rate of \$0.45/mile, which hasn't changed since 2008. Mileage for both state public housing and SHALIP travel will be reimbursed at the rate specified in the Budget Guidelines.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the March 12, 2019 Regular Session. PHN 2019-07 announces an RFI for housing authority regionalization options. Since the 2014 legislative reform, no housing authority has opted to regionalize. The DHCD is seeking input from housing authorities to meet the reform act requirements or possibly work toward amending them. Chelmsford executive director David Hedison scheduled a meeting for April 23 to discuss the RFI prior to an April 30, 2019 Q & A with DHCD.

Liaison Reports:

CPC: S. Cline is scheduled to present CPC-related ATM Articles to the Finance Committee, Board of Selectmen, and the Capital Improvement Advisory Committee.

SHT: K. Kang reported on a discussion of the Eddy Street property, one of the affordable home-ownership units, which has fallen into disrepair. The Trust is committed to preserving the unit and to covering the costs for repair of immediate issues. There was some interest on the part of the Trust to explore options for the SHA to be involved. The Board agreed by consensus that its interest in being involved should be conveyed to the Trust.

Other: The Board discussed outreach to the newly elected Selectmen to introduce the Authority, its investment in the Town, and its strong interest in participating in discussions of parcels that could support a housing component. S. Swanger will reach out to arrange a meeting and tour of SHA properties. A. Lepak noted that the Master Plan Steering Committee recently toured some sites, including SHA properties.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Capital Projects Update:

FISH 288053 landscape: the site improvements to the traffic circle and quad will begin April 22. A draft SOS for Village annual maintenance was just received. The costs for the site improvements were successfully transferred back to formula funding (from reserves).

FISH 288061 ADA doors: the Community Building is scheduled to be secured in early May.

FISH 288064 Utility cable: the DHCD has not responded to the modified change order submitted at its request some time ago. Because of the lengthy delay, the DHCD requested a meeting before approving the change order and scheduling the work.

FISH 288065: A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the contract between the Sudbury Housing Authority and Weston & Sampson, Inc. in the amount of \$28,284.99 for the 667 emergency septic repair, to authorize S. Cusolito to sign on behalf of the SHA, and to authorize payments to Weston & Sampson totaling \$28,284.99.

The permanent repair was completed April 4 following DCAMM approval of the emergency waiver.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito arranged for an administrator from the Mass Union of Public Housing Tenants to meet with residents at the April 1 c. 667 tenants' meeting; however, there was a last-minute cancellation by the

administrator. The purpose was to introduce residents to leadership opportunities and possibilities for creating a Local Tenants' Organization. S. Cusolito attended the meeting, which was opened to, but not attended by, family residents as well.

Mass Housing Partnership is sponsoring its Housing Institute series on June 5 and 6 at Devens.

Vacancies: Three 667 units and one 2-bedroom unit are undergoing turnover work. Like many housing authorities, SHA received a significant number of emergency applications through the process of rolling out the online application portal, CHAMP. Because of the additional applicant screening, the DHCD is allowing vacancy waivers for a limited time until the CHAMP processes are better validated.

Evictions: No pending actions.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to authorize S. Cusolito to negotiate a temporary rent adjustment with the resident of the SHALIP unit and to permit the resident to utilize the basement in its entirety, excluding as bedroom space.

The temporary rent reduction will allow preservation of the long-time tenancy until the resident is able to return to work following an illness. The SHALIP program has built a sufficient reserve to accommodate a temporary reduction in rent.

Residents of other SHA homes with basements are permitted to utilize the space, excluding as bedroom space.

Maintenance: Maintenance Mechanic/Laborers Andy Hanson (FT) and Wayne Pynn (PT) joined the SHA staff on April 3.

ADJOURN

A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to adjourn the April 9, 2019 Regular Session. The time was 5:30 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director