

SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD
SUDBURY, MASSACHUSETTS 01776
director@sudburyha.org

SHEILA M. CUSOLITO
Executive Director

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

MINUTES OF THE REGULAR MEETING

August 27, 2019

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 p.m. Those present were: Chair: K. Kang; Vice Chair: A. Lepak; Treasurer: S. Cline; Member: T. Layden; Member: S. Swanger; Executive Director: S. Cusolito

Also Present: Prospective Tenant Board Member T. Vitvitsky

Minutes: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the July 23, 2019 Regular Session as amended.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve, without release, the minutes of the July 23, 2019 Executive Session.

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

The June and July 2019 financial reports were presented.

NEW BUSINESS

Town Right of First Refusal, Villages at Old County Road: The Town was notified on August 5 that the owner of one of the ten affordable units intends to sell. The Town notified the SHA on August 15, based on SHA's past expressed interest in having the Right transferred to SHA. At the planning phase of this development, the SHA was offered four units to purchase. At the Annual Town Meeting of 2006, the SHA was awarded \$360,000 toward the acquisitions; however, some of the language in the Declaration of Trust was determined to be in conflict with the SHA's responsibility for its tenancies. It is not clear at this point that the language is actually intended to usurp a responsive owner's ability/responsibility to manage a tenancy or to provide an option to the Trustees in the event of an unsatisfactory tenancy and/or response from the unit owner.

The unit is offered at \$220,652, with current monthly fees of \$164.

In light of concurrent property negotiations, the Board moved its discussion to Executive Session.

EXECUTIVE SESSION

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the August 27, 2019 Regular Session and move to Executive Session for the purpose of discussing real property acquisition, for to do so in open session might compromise the position of the SHA, and to return to open session. The time was 4:55 p.m.

OPEN SESSION

The SHA resumed its Open Session at 5:40 p.m.

New Duplex Program Review: This first program review is scheduled for August 28. The SHA provided requested documentation in advance of the site visit; however, clarification on the program requirements and procedures will be sought during the review. For example, after conferring with the stakeholder regulatory and financing partners, it is still not clear if the program requires a financial audit or a financial review. The SHA contacted Marcum to perform a financial review, but because the requirement was not well defined, the SHA plans to perform the necessary work following the program review.

CPA Fund Proposal: The Planning Department recently circulated the FY21 CPA fund proposal packet. Proposals are due by September 30. Commissioners agreed by consensus to submit a proposal for the minimum 10% CPA funds allocated to housing. S. Cusolito will update the 2016 proposal for the September 10 meeting.

SHT Joint Meeting: The five-year consolidated HOME plan will be discussed at the September 16, 2019 Joint Meeting of the SHT and SHA. S. Cusolito is drafting responses to a HOME survey circulated by L. Valenta of the Regional Housing Services Office, who is coordinating the effort.

PMR Results: The SHA had its annual Performance Management Review on August 14. This is the first year in which results will be published. The SHA will have findings related to maintenance work, which are attributable to staff capacity and represent well less than 1% of the work completed during the review period. A finding related to underspending on capital projects relates largely to the commitment of significant capital funds to the Eversource utility cable project at Musketahquid Village, which has been delayed for two years. S. Cusolito applauded the efforts of the SHA staff for its continued efforts to meet and exceed the new requirements dictated by the DHCD.

Emergency Work Order Policy: A motion was made by S. Swanger, seconded by T. Layden, and unanimously voted, to approve the Emergency Work Order Policy as amended.

The policy was updated with additional information on emergency conditions and to clarify emergency procedures for tenants.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the July 23, 2019 Regular Session.

Liaison Reports:

The CPC, SHT, and the MSPCC have not met since the prior liaison reports were made.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Real Property RFP: The SHA received three responses to its advertisement for real property: 34 Barton Drive; 16 Oakwood Ave; Lot 06/07 on Oakwood Ave. The responses were discussed as part of the earlier Executive Session.

ED Contract: The contract, revised as requested by the DHCD at the SHA's July 23, 2019 Regular Session, was presented for signatures. A cover letter will be sent to reiterate the Board's disagreement with some terms and language contained in the mandatory template.

Energy Services Contract: S. Cusolito acted on the Board's previous authorization to execute a contract to begin in January 2020. A 24-month contract was signed through Secure Energy, with Direct Energy as the supplier, at a rate of \$0.0859kWH, slightly lower than the current rate through Power Options/Constellation Energy and with anticipated additional services offered by Secure Energy.

Capital Projects Update:

FISH 288064, 667 Utility cable: The re-start date was moved from September 9 to September 11.

FISH 288053, 667 Landscape: Some of the new plantings have failed; SHA was advised to wait until fall to have them replaced.

DIRECTOR'S REPORT

The cash receipt report was presented.

Training: S. Cusolito attended a one-day c. 30B real property training provided through the IGO.

Both maintenance employees have been encouraged to attend the upcoming two-day conference sponsored by MAHAMS, the Massachusetts Association of Housing Authority Maintenance Supervisors.

Vacancies: A local resident was housed at the Village on August 1. The SHA received notice that two 667 units will be vacated at the end of August. An existing 667 resident will transfer from the second floor into one of the two vacated units, which will result in a vacancy in October.

Upon annual re-certification, two 705 families were found to be income-ineligible to continue occupancy. It is likely that one of the two units will be vacated.

Evictions: No actions pending.

Maintenance: Two summer maintenance assistants completed their work at the end of August to resume their college studies.

Annual unit inspections and work orders are underway.

A septic pipe broke on the evening of August 21 at the Village. Emergency response was overseen by Weston & Sampson, which also made the permanent repair the following day. The pipe is part of the pump station that required the replacement of the control wiring earlier this year.

The fire department initiated a HazMat response to the Village on August 23, owing to a mercury household thermometer, broken by a resident. The Board of Health will retrieve the contaminated household items for proper disposal.

ADJOURN

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted to adjourn the August 27, 2019 Regular Session. The time was 6:10 p.m.

ADJOURN

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director