

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

February 19, 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; 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 January 8, 2019 Regular Session as amended.

A question arose on the January 8, 2019 Executive Session minutes, to be addressed in Executive Session.

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

A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to approve the FYE19 Q3 financial report.

The January 2019 financial report was presented.

NEW BUSINESS

FISH 288051 Certificate of Final Completion: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the Certificate of Final Completion for FISH 288051, 705 Bathroom Rehab, and to approve a final payment of \$1,526.23 to R. Mullen and Associates.

ASHP Warranty Proposal: Tabled.

FYE2022 Formula Funding Award Letter: The SHA received the formal notification of an award in the amount of \$102,037.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the January 8, 2019 Regular Session.

PHN 2019-01 involves changes to the Performance Management Review criteria, related to Board Member training and the budget to actual variance. Very recently released was PHN 2019-03, which allows for vacancy waivers due to the significant issues with the new wait list system, CHAMP. Housing authorities must pre-screen hundreds of unverified emergency applicants in many cases simultaneously. This has placed a significant burden on staff and turnover time.

SHA Grievance Procedure: The SHA is in need of new grievance panel members and alternates as a result of attrition. Commissioners affirmed their interest in continuing with a three-person panel. In addition to Sudbury Fire Chief John Whelan as a possible tenant/housing authority mutually agreed to member, Commissioners suggested outreach to Sudbury Police Chief Scott Nix. Outreach to Wayland ED Brian Boggia and Maynard ED Bob Larkin as the Board's appointment is planned. Outreach to 667 and 705 residents for interest in serving is also planned.

Affordable Housing Development Competition; Real Property: S. Cusolito applied for a development grant sponsored by CHAPA that resulted in a phone interview. As was the case with the 2018 MHP technical assistance funding opportunity, CHAPA's interest is in developments on a single site in the range of 15-20 units, rather than smaller scale scattered-site development.

FISH 288053, 667 Site Improvements Contract Award: A motion was made by S. Cline, seconded by A. Lepak, and voted, to award the contract for FISH 288053, 667 Site Improvements, to RAE Contracting, LLC, the lowest qualified, responsive bidder, in the amount of \$23,500 and to accept alternates 1-3 in the amount of \$8,700, for a contract award total of \$32,200. K. Kang dissented.

K Kang proposed a reconsideration of the vote to include the fourth alternate.

A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to amend the contract award to RAE Contracting LLC for FISH 288053, 667 Site Improvements, to include the fourth alternate for an additional cost of \$1,900, for a contract award total of \$34,100.

FISH 288064, 667 Utility Cable Change Order: A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to approve Change Order #1, covering exaction and labor for a new primary metering cabinet and separate switching station, necessitated by limitations of the existing station, at a cost of \$9,107, pending receipt of additional detail requested by DHCD.

Eversource will provide equipment related to this Change Order at no cost.

Liaison Reports: **SHT:** K. Kang reported that the Trust approved covering costs for necessary repairs to the home on Eddy Street purchased several years ago through its mortgage buy-down program. The Trust is committed to maintaining properties sold through this program.

CPC: S. Cline reported that the CPC had its final meeting of the season on January 16. A prospective motion to revert the balance of CPA funds voted to SHA in 2006 was not made.

SHA received a Notice of Finding from the WestMetro HOME Consortium, on behalf of the Town, relate to the Coolidge Phase 2 project. SHA clarified that while the Coolidge will have a set aside 12 units for those at or below 30% of AMI, with the remainder 44 units for those at or below 60%, the population of individuals served differs from that of SHA for two reasons: 1. the majority of SHA applicants and residents are well below 50% of AMI; and 2. SHA rents are based on an income-responsive model, rather than a set rent model.

S. Cline will arrange for a meeting with the newly announced Town Planner, Adam Duchesneau.

Master Plan Steering Committee: The 20-person Committee has met two times and is in the process of forming subcommittees. At present, the CPC, SPS, and the Finance Committee are not represented. A. Lepak will serve on a housing and neighborhoods subcommittee. Bus tours are planned for March. The Annual Town Forum, tentatively scheduled for the end of May, will be a focal point.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Board Member Elections: The bill filed in the final weeks of the state legislative session did not pass and will be resubmitted early in the upcoming session. Timing of enactment will likely leave upcoming elections unaffected.

Capital Projects Update:

FISH 288051 705 Bathroom Rehab: A credit of \$160 was offered to the resident for unplanned lack of accommodations during the project re-start that resulted from poor communication between contractors.

FISH 288053 Site Improvements: A landscape maintenance Scope of Services is expected soon.

FISH 288061 ADA Doors: The automated doors will be programmed to be locked, except between the hours of 8 am and 4 pm, Monday through Friday. The other Community Building doors will be locked manually, except during those hours.

FISH 288065 667 Emergency Septic Repair: A temporary control panel was installed recently, at a cost of just under \$4,000. Pending receipt of invoicing from Weston & Sampson, the SHA intends to file an emergency waiver request with the Department of Capital Asset Management and Maintenance (DCAMM) for both advertising and bidding in order to expedite the time-frame for permanent repair to the system.

DIRECTOR'S REPORT

The cash receipt report was presented.

Vacancies: Currently, there are three vacancies at Musketahquid Village, two due to deaths. A lease was recently signed on a fourth vacant unit. One Duplex was recently leased and a second will be leased by a transferring c. 705 resident.

Evictions: One action was resolved by payment on the date of the hearing, January 29.

Maintenance: The full-time maintenance person resigned in late January to take a position in the private sector. The response to the job posting has been overwhelming, with more than 80 applications received within two weeks, almost exclusively for the full-time position.

Notwithstanding the maintenance staffing shortfall, unit inspections and routine work orders are being addressed.

ADJOURN

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the February 19, 2019 Regular Session and move to Executive Session for the purpose of discussing litigation and real property acquisition, for to do so in open session might compromise the position of the SHA. The time was 5:20 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director