

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

January 8, 2019

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:05 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; SHA accountant J. Milne, CPA

By consensus, the order of the meeting was adjusted to accommodate the schedule of the accountant.

FYE19 Budget Revision: SHA accountant J. Milne outlined the changes to the FYE19 operating budget, necessary to meet the requirement imposed by the Performance Management Review (PMR) to adjust all categories of the approved budget to within 10% of actual spending for submission prior to the close of the fiscal year. The requirement is part of the Ch. 235 regulatory changes. Ms. Milne noted that for March year-ends, the adjustment is difficult to predict: the utility and personnel costs associated with the winter months are not known until after the submission deadline.

A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to approve the FYE19 Operating Budget Revision as presented.

The revisions to SHA's FYE19 budget are focused on benefits and maintenance labor. Both lines were adjusted down, reflecting both the maintenance staffing shortage and opt-outs on benefits.

FYE20 Budget: SHA accountant J. Milne outlined the proposed FYE20 budget, which restores the downward adjustments to both the benefits and maintenance labor lines.

A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to approve the FYE20 Operating Budget as presented.

S. Cusolito asked the Board to consider an adjustment to the administrative salary line beyond the ANUEL of 4%. Ms. Milne explained that the DHCD will not approve budgets that don't adhere to the Budget Guidelines. Members agreed that because the SHA does not receive a subsidy and because it operates programs outside the State Public Housing purview, it should be allowed greater flexibility in budgeting through those programs, as was formerly the case. S. Cusolito noted that requirement to distribute other administrative salaries according to program size, imposed as part of the Ch. 235 regulatory changes, will likely be challenged by NAHRO as part of a plan to address staffing and job descriptions at small housing authorities.

Minutes: A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the minutes of the December 11, 2018 Regular Session as amended.

A question arose on the December 11, 2018 Executive Session minutes, to be addressed in Executive Session.

Financials: A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the checks written in December 2018.

NEW BUSINESS

Contract for Tree Work, Change Order #1 Payment: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to approve a payment to Brightview Tree Care Services, Inc. for Change Order #1, additional tree pruning or removal as outlined, in an amount not to exceed \$12,000, pending receipt of the invoice.

The SHA awaits a corrected invoice that reflects a 10% off-season discount for the additional work under the Change Order.

ED Contract: S. Cusolito reported that the ED contract, revised and submitted as specified by DHCD, was returned unsigned. The DHCD apparently failed to review the contract in its entirety when originally submitted in 2016 and 2017. Mass NAHRO recently issued a communication to DHCD regarding ED contracts; legal action might result, depending on the response. S. Cusolito will meet with A. Lepak and T. Layden to discuss DHCD's comments regarding the contract.

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

Liaison Reports: CPC: The CPC met on January 2 and approved all fund requests received. The Coolidge request for funding was approved at \$320K. The committee discussed reverting previously awarded funds that have gone unspent, including the \$180K awarded to the SHA in 2006.

Selectwoman Pat Brown, in attendance this evening, stated that the funds could be utilized by the Coolidge for immediate use, rather than for an indefinite use by the SHA; they would not be returned to the general fund. She noted that the Coolidge will serve to maintain Sudbury above the 10% affordable housing threshold.

It was noted that the timeline and specific fund use of the 2006 award were both amended, reflecting the need for flexibility in fund use for housing. As well, the SHA generally serves an applicant pool at a much lower AMI overall than will be served by the Coolidge and attempts to meet the need for family housing as well.

Representatives of the Coolidge developer have indicated that the project will move forward, with or without additional funding. The CPC will continue to discuss reversion of funds at its next meeting.

SHT: The SHT met on the evening of Town Meeting, December 11, and will meet again the week of January 20.

Master Plan Steering Committee: The Committee will hold its first meeting on January 18.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

ED Evaluation: A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve the composite ED evaluation as presented.

A. Lepak and S. Cusolito reviewed the evaluation, which resulted in a raw score in the "good" range and adjusted score for additional projects in the "very good" range. Still of concern is maintenance staffing and performance.

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: The replacement tub was inspected on January 4, with a re-start date of January 7.

FISH 288053 landscape: RCAT is now formally assisting the landscape designer, with advertising for both the improvements and maintenance components scheduled for January.

FISH 288060 667 Siding: The project completed.

FISH 288061 ADA doors: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to authorize a payment from SHA reserves of \$1,608.90 to Pasek Corporation for modifications to existing hardware for FISH 288061.

The security portion for the two remaining non-ADA doors was not included in the scope of work. Costs were quoted under state-wide contract FAC 64.

FISH 288064 Utility cable: SHA has not received confirmation that Eversource provided component pricing to Elm Electric for a necessary change order. SHA hopes the project will start as soon as weather allows.

FISH 288065 667 emergency septic repair: SHA received a cost estimate of \$4,000 to replace one of the two control pumps in the second pump station and has requested the work be completed as soon as possible.

DIRECTOR'S REPORT

The cash receipt report was presented.

NAHRO Conference: A discussion of workshops attended by Commissioners A. Lepak and T. Layden was tabled for a future meeting.

Vacancies: A second vacancy in as many months due to a resident's death occurred in late December at the Village. A third 667 vacancy is expected at the end of January due to relocation to live with family. The Landham Road unit turnover is underway, as is applicant screening by SMOC for Ford Road. Lease signing for the 705 unit at Fairbank Circle is scheduled for early January. Both the Landham Road and Fairbank Circle residents purchased homes.

Evictions: A Summary Process Summons and Complaint was issued to the 667 resident who did not respond to the Notice to Quit issued November 9 for non-payment. An Answer and Discovery, as well as partial payment, was subsequently received.

Maintenance: Family unit inspections are underway. Former maintenance mechanic/laborer Moshe Jacob returned to work 22.5 hours/week mid-December through April or until a permanent hire is made. The position will be re-advertised in late January.

ADJOURN

A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to adjourn the January 8, 2019 Regular Session and move to Executive Session for the purpose of discussing potential litigation, 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: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director