

# SUDBURY HOUSING AUTHORITY

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## MINUTES OF THE REGULAR MEETING

July 23, 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

### NEW BUSINESS

**ED Contract; Guest, DHCD:** Bureau of Housing Management Assistant Director Chris Devore and Associate Director Carrie Sousa provided an overview of DHCD's interpretation of GL Ch 121B §7A, as amended by Chapter 235 of the Acts of 2014. It is the position of DHCD that it has the authority to define the terms and language of executive director contracts and employment-at-will agreements and to reject contracts that do not meet the criteria outlined in the relevant Public Housing Notices containing the standardized agreements.

At issue with the SHA's most recently submitted contract was a misinterpretation of the number of sick days annually accrued by the ED, as well as the following previously uncommunicated requirements: to limit the number of vacation days to that accrued by state employees; to delete a clause that provided for advance notice to the ED by the Board, should the Board wish to terminate the agreement; and, to increase the advance-notice time-frame to the Board by the ED, should the ED wish to terminate the agreement.

**Minutes:** A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the minutes of the June 11, 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 June 11, 2019 Executive Session.

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

The May 2019 financial report was presented.

**Sudbury Foundation Funding Proposal:** Members expressed appreciation to S. Swanger for authoring the proposal, a request for technical assistance funds to study Town and/or SHA properties for development or redevelopment.

There was a brief discussion of the suggestion by some members of the Board of Selectmen to transfer to SHA one of the houses on the Camp Sewataro property. Another of the Selectmen notified SHA of a house on North Road, proposed for demolition, that came before the Historical Commission.

S. Cusolito reminded the Board of the availability of funds through the State's surplus land initiative. The Board suggested waiting until the results of the Sudbury Foundation proposal are received.

The Board briefly discussed the requirements associated with the donation of 10 Landham Road to the SHA and any newer requirements related to its tie-in with the Sudbury Duplexes.

**FISH 288065, 667 Emergency Septic Repair:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve a final payment of \$13,828.58 to Weston & Sampson, Inc. for FISH 288065, 667 Emergency Septic Repair, completed under DCAMM waiver #3406.

**Energy Services Contract:** A motion was made by S. Swanger, seconded by T. Layden, and unanimously voted, to authorize S. Cusolito to sign an energy services contract, effective January 2020, that provides the most advantageous combination of cost, duration, and service.

S. Cusolito has reviewed general service proposals and is awaiting pricing from current provider Power Options (Constellation Energy) and Secure Energy; however, the pricing will not hold until the next scheduled meeting.

**New Duplex Compliance Audit:** S. Cusolito was contacted in June by FinePoint Associates, a consulting firm engaged by the DHCD for compliance monitoring. For the first time since its inception seven years ago, the DHCD has scheduled a review of the Sudbury Duplexes, relating to funding received from the Affordable Housing Trust Fund (AHTF) and/or the Housing Stabilization Fund (HSF). The SHA has not had any prior communication with the AHTF; it has been in contact with the HSF regarding its annual loan repayment, marketing/wait list initiatives, and modifications to the preliminary application. The program review is scheduled for the end of August.

**Public Housing Administration Notices:** S. Cusolito provided the link to those Notices published since the June 11, 2019 Regular Session.

PHN 2019-16 outlines changes to the DOR Wage Match program requirements. The signature of the Board and ED is required, attesting to an understanding of the confidentiality requirements and the penalties for non-compliance.

#### **Liaison Reports:**

**CPC:** A letter supporting the reappointment of S. Cline to the CPC was sent to the Board of Selectmen.

**SHT:** There was no new business to report. Commissioners discussed the \$375K set aside part of the Frost Farm development agreement. The funds are held by the Town, not the Trust, for housing-related undertakings. Also discussed was the status of the affordable homeownership unit on Eddy St. The Trust is investing in needed repairs.

**MPSC:** The consultants presented their report of baseline conditions to the Committee. Notably absent were considerations related to Town Hall services and Town buildings.

#### **OPEN FORUM**

No comments.

#### **UNFINISHED BUSINESS**

**Real Property RFP:** The response deadline for the recent advertising is August 16. The Board asked S. Cusolito to send a copy of the RFP to the owner of the affordable ownership property on Eddy St, currently undergoing repairs at the expense of the SHT.

**DHCD Regionalization RFI (PHN 2019-7):** The response deadline for comments was extended to July 31. S. Cusolito had requested input from Commissioners to augment her planned response.

**Reappointment of State Appointee:** In response to SHA's request, the Governor's Office has reappointed A. Lepak to the SHA Board. The reappointment is expected to be formalized by the end of this month.

### **Capital Projects Update:**

FISH 288064 The on-site work, which commenced on June 7, was aborted shortly thereafter. A revised schedule is pending with Eversource.

### **DIRECTOR'S REPORT**

The cash receipt report was presented.

Training: S. Cusolito attended and passed a two-day training, part of the requirements to recertify as a public procurement official.

A joint state-wide contracts training is in the early stages of discussion with the Town.

Committees: On July 17, S. Cusolito attended a quarterly meeting of Sudbury housing and service providers.

Heat Pumps: A meeting with the DHCD engineer and construction advisor did not produce an entirely satisfactory outcome for the remaining under-performing units. The SHA is reinstalling air conditioners and will re-activate baseboard heat until the state advises on its load calculations for the apartments in question.

Vacancies: The below-grade apartment with the apparently over-sized, under-performing heat pump has remained vacant under a waiver until the state advises its action.

Evictions: No actions pending.

Maintenance: The new staff has closed nearly all deferred maintenance work orders and has made tremendous progress organizing the shop and storage areas. Summer help is handling vacancy-related and grounds-work. Annual unit inspections are underway.

The SHA experienced no damage related to the July 17, 2019 high winds that took down many trees in Town.

### **EXECUTIVE SESSION**

A motion was made by S. Swanger, seconded by T. Layden, and unanimously voted to adjourn the July 23, 2019 Regular Session and move to Executive Session for the purpose of discussing litigation and potential litigation, for to do so in open session might compromise the position of the SHA, not to return to open session. The time was 5:35 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