

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

June 11, 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. Swanger, seconded by A. Lepak, and unanimously voted, to approve the minutes of the May 14, 2019 Regular Session.

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

The April 2019 financial report was presented.

On May 23, the SHA was notified by the DHCD that its FYE20 budget was reverted, related to ongoing disagreement between SHA and DHCD relating to the terms of the ED contract.

NEW BUSINESS

Personnel Policy: A motion was made by T. Layden, seconded by A. Lepak, and unanimously voted, to approve the amendments to the Personnel Policy as presented.

ED Contract Revision: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to execute the contract of employment between the Sudbury Housing Authority and Sheila M Cusolito, Executive Director, as amended.

The DHCD returned the contract unsigned, relating to language that the SHA modified. All language was reverted to that of the original DHCD-issued template; however, the Board agreed that a letter expressing its opposition would be drafted to accompany the amended contract. The DHCD is reverting budgets submitted until it approves the ED contract.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to authorize A. Lepak and T. Layden to draft a letter on behalf of the SHA Board expressing its opposition to having to sign a contract containing terms with which it disagrees.

FISH 288053 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 and final payment in the amount of \$1,705 to RAE Contracting, LLC, for FISH 288053, 667 Site Improvements, and to authorize S. Cusolito to sign on behalf of the SHA.

The payment was presented for signature.

Master Plan Steering Committee (MPSC) Update: A. Lepak presented an overview resulting from Committee meetings, Housing Baseline Report, and the Town-wide forum held on May 22. Of interest to the SHA Board within the categories of economics and housing was a consensus on the need for more affordable housing, furthermore favored over construction of large, single-family homes; and the fact that

as many individuals come in to Sudbury to work, as residents who travel to work outside the Town. Other topics included zoning reforms for smart growth, including multi-family housing and re-examining the sewer options for Route 20; the high proportion those over age 65 who are housing cost-burdened and/or unsafe to continue living independently and the concomitant need for more services; the need for smaller housing units.

A short discussion about upcoming affordable housing challenges and opportunities took place. A. Lepak will summarize that discussion for the MPSC and encouraged the Board to share its ideas with her over the summer.

Real Property RFP: The RFP will publish June 13 and 20. Once published, outreach to some property owners will occur. The Board agreed by consensus that it would hold communicating its interest in housing on the Sewataro property. A. Lepak noted that one member of the MPSC opined that a house at the entry to Liberty Ledge that is part of the Sewataro parcel would be ideal for affordable housing.

K. Kang drove by the structures on the Broadacres Farm property, characterizing them as in disrepair.

S. Swanger attended Mass Housing Partnership's Housing Institute on June 5 and 6 and met with the Sudbury Foundation about prospective funding for feasibility studies on existing SHA sites, as well as Town-owned sites. S. Swanger will develop a proposal for submission to the Sudbury Foundation.

There is technical assistance directly through MHP, as well as a vacant land initiative announced by the DHCD (PHN 2019-13) that involves technical assistance through MHP. The SHA was not identified as having any vacant land; however, the Board could consider requesting the technical assistance based on its interest in examining its existing sites for additional construction. The Board would need to draft a letter of support to pursue this option.

July 9 Regular Session: S. Cusolito will attend a training for MCPPO recertification on July 9 and 10. The Board agreed to change its meeting time to 7:00 pm to accommodate the training schedule.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the May14, 2019 Regular Session.

Liaison Reports:

CPC: The Board enthusiastically agreed to notify the Board of Selectmen of its interest in S. Cline's reappointment to the CPC.

SHT: The SHT will meet next week.

OPEN FORUM

T. Vitvitsky was notified that she is ineligible for the Mel King Institute tenant board member training, as she is not yet serving in that role.

UNFINISHED BUSINESS

DHCD Regionalization RFI (PHN 2019-7): S. Cusolito asked Members to contribute their thoughts on possible regionalization models and incentives based on an outline provided at the May 14, 2019 Regular Session. The comment period was extended to July 31.

OPEB Report, FYE19: At the May 14, 2019 Regular Session, Commissioners asked if the SHA should be funding the liability. S. Cusolito reported that the current recommendation is the same as provided ten years ago: the SHA should not set aside funds, but pay as necessary over time.

Reappointment of State Appointee: A. Lepak's appointment expires in July. S. Cusolito will send a letter to the Governor's Boards and Commissions Deputy to request the reappointment.

Capital Projects Update:

FISH 288064 The on-site work commenced on June 7, with an anticipated completion date of June 18; however, the work has already experienced delays owing to scheduling planned outages.

DIRECTOR'S REPORT

The cash receipt report was presented.

Training: PT maintenance man Wayne Pynn attended training on the state public housing lease, given by the maintenance professional organization MAHAMS in Natick.

FT maintenance man Andy Hanson and S. Cusolito are attending a two-day training on inspections, given by DHCD, in Framingham June 10, 11.

S. Cusolito will be on a phone conference to train on the new capital improvements database, scheduled for June 25.

S. Cusolito will attend a mandatory two-day training July 9 & 10 as part of recertifying as a public procurement official.

SHA was deemed to be doing very well with its use of the statewide application portal, CHAMP, according to usage analysis by a consultant for DHCD. This is thanks to assistant Sue Bonney.

Vacancies: Two applicants were housed at the Village. A third vacant unit received a waiver extension due to a humidity problem coupled with an underperforming air source heat pump. A waiver extension was also approved on the vacant 705 unit, but the applicant will likely be housed within a week.

Evictions: No actions pending.

Maintenance: Maintenance staff is focused on vacancy work, as well as closing deferred inspection work orders. Annual unit inspections for FYE20 are slated to start mid-July.

SHA hosted an incredible crew from the Billerica House of Corrections Community Work Program. The crew pulled growth away from, and installed drip edges around the buildings, as well as pruned overgrowth.

The two high-school graduates who were employed to assist maintenance last summer will return this month.

EXECUTIVE SESSION

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted to adjourn the June 11, 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 5:50 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