

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

March 12, 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; Member: Theresa Layden; Executive Director: S. Cusolito

Also present: prospective tenant Board member T. Vitvitsky

#### **NEW BUSINESS**

**Guests:** State Senator Jamie Eldridge and Legislative Aide Immaculate Nyaigoti

On March 7, S. Cusolito, S. Cline, and T. Layden attended Legislative Information Day at the State House. They were able to meet with State Representative Carmen Gentile and provided an overview of SHA's interests and challenges. Follow-up with Senator Eldridge's office resulted in tonight's visit.

Senator Eldridge discussed his proposal of a \$500M bond for low-income housing development, \$250M of which would be earmarked specifically for state public housing. The Board noted its interest and efforts in creating additional housing opportunities in Sudbury, as well as the frustrations associated with a scarcity parcels that could accommodate a significant number of units and receptivity within the community. Also noted was the need to fund supportive services as part of funding affordable housing development.

Also outlined were some of the challenges faced by SHA and other housing authorities to implement the requirements resulting from Ch. 235 of the Acts of 2014. Much of the challenge relates to imperfect communications and continually changing directives from the DHCD. Some of the challenges faced by DHCD might relate to staffing shortages due to a hiring freeze a few years ago and more recently, early retirement incentives; however, some divisions of DHCD seem adequately, but not effectively, staffed. A number of bills relating to housing authorities will be taken up in the current legislative session. Senator Eldridge asked for follow-up from SHA on its experiences and comments on proposed legislation.

**Minutes:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the February 19, 2019 Regular Session.

A motion was made by S. Cline, seconded by K. Kang, and unanimously voted, to approve without release the minutes of the January 8, 2019 Executive Session.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve without release the minutes of the February 19, 2019 Executive Session.

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

The February 2019 financial report was presented.



## **NEW BUSINESS**

**2018 Income Limits, Fair Market Rents:** A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to adopt the income limits for admission to state-aided public housing, as well as the fair market rents, as outlined in PHN 2019-04, effective retroactive to March 1, 2019.

### Income Limits

|                 |                 |                 |                 |                 |                 |                 |                 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <u>1 person</u> | <u>2 people</u> | <u>3 people</u> | <u>4 people</u> | <u>5 people</u> | <u>6 people</u> | <u>7 people</u> | <u>8 people</u> |
| \$56,800        | \$64,600        | \$73,000        | \$81,100        | \$87,600        | \$94,100        | \$100,600       | \$107,100       |

### FMRs

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| <u>0 BR</u> | <u>1 BR</u> | <u>2 BR</u> | <u>3 BR</u> | <u>4 BR</u> |
| \$1,394     | \$1,561     | \$1,902     | \$2,383     | \$2,571     |

**FYE19 Budget Revision, FYE20 Budget:** Shortly after the Board's January 8, 2019 Regular Session, at which both the budget revision and budget were voted, the DHCD published new criteria for the performance management review of the budget. Although the SHA could have requested an extension to submit its FYE19 budget revision, the projected spending at the ten-month mark could not be modified sufficiently to meet the new criteria, which measures adjusted net income against total expenses. The SHA largely underspent owing to a staffing shortfall; thus, the submitted budget revision will result in a Corrective Action on this year's published Performance Management Review. At the close of the fiscal year, actual spending and adjustments to non-routine maintenance lines might compensate for some of the shortfall.

Initially, the SHA was notified that neither the budget revision, nor the budget were approvable because the SHA ED does not have a DHCD-approved contract. The SHA subsequently received notice that the FYE19 budget revision was approved.

The DHCD has been unable to review ED contracts according to its specified timelines and has modified the template in the interim, resulting in the need for repeated submissions, and repeatedly delayed reviews that affect LHA performance on the annual Agreed Upon Procedures review.

**FISH 288065 Emergency Septic Repair:** The SHA just received notification that its DCAMM emergency waiver request was granted, which will allow Weston & Sampson, the company that has been responding to emergency conditions since November, to execute the permanent repair.

**Public Housing Administration Notices:** S. Cusolito provided the link to those Notices published since the February 19, 2019 Regular Session. PHN 2019-03 announces the vacancy waiver recently approved by the DHCD to account for the significant delays in reviewing applications. The delays are the result of inadequate procedures for handling the glut of emergency applications through CHAMP, the new online portal.

### **Liaison Reports:**

On March 11, S. Cusolito and S. Cline met with newly hired Planning Director Adam Duchesneau.

**SHT:** The Trust has not met since the SHA's February 19, 2019 Regular Session.

**Master Plan Steering Committee:** The Committee is scheduled to meet March 15, 2019.

CPC: The Committee is scheduled to meet March 20, 2019 to review and approve the agreement between the Town and the Coolidge with respect to the CPC fund allocation.

The owner of Broadacres Farm recently passed away, which triggers the acquisition of the remaining two of three parcels by the Town. S. Swanger will follow up with the Board of Selectmen to reiterate the SHA's interest in the parcel on which the house stands. He will also forward the materials to Town Planner Adam Duchesneau.

Mr. Swanger also reached out to the Quarry North developer concerning possibilities for its involvement in a joint effort to develop on the adjacent Frost Farm land on which the original farmhouse stands. Based on the condition of the house, the Town plans to have it demolished.

### **OPEN FORUM**

Prospective SHA tenant Commissioner T. Vitvitsky reported that she applied to be appointed to the Council on Aging by the Board of Selectmen.

### **UNFINISHED BUSINESS**

**SHA Grievance Procedure:** S. Cusolito met with c. 667 residents on March 4 for input on prospective grievance panel members. She clarified the process of identifying and appointing grievance panel members and will continue with outreach.

### **Capital Projects Update:**

FISH 288053, 667 Site Improvements: SHA RCAT project manager K. Fulton is negotiating with DHCD to return the financing of this project to Formula Funding; the DHCD recently requested RCAT project managers survey projects that can be added to this year's spending due to an overall spending shortfall. Projects must already be identified in an LHA's capital plan and be completed by the end of June 2019.

The SOS for the Village annual maintenance has not been received.

FISH 288061, c. 667 ADA Doors: All residents have been notified that the security portion of the installation will be activated, pending installation a mailbox on the exterior of the Community Building.

FISH 288064, c. 667 Utility Cable Change Order: Additional detail on the Change Order provisionally approved by the Board at its February 19, 2019 Regular Session has not been received.

### **DIRECTOR'S REPORT**

The cash receipt report was presented.

**Vacancies:** Two vacancy waivers were filed due to maintenance understaffing. The SHA has been unable to contact the property designee of a resident who passed away in late February and cannot initiate the turnover until contact is made.

**Evictions:** No pending actions.

**Maintenance:** Well over 100 resumes were received, largely for the full-time maintenance position. Phone screening has narrowed the field for both positions; on-site interviews are being scheduled.

Notwithstanding the maintenance staffing shortfall, all unit inspections for FYE19 were completed.

## **ADJOURN**

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the March 12, 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 6:05 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director