

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

May 14, 2019

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 p.m. Those present were: Chair: S. Swanger; 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 April 9, 2019 Regular Session.

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

NEW BUSINESS

FYE19 Q4 and Year-End Reports: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to accept the FYE19 year-end reports for the 400-1, New Duplex, and SHALIP programs.

New Duplex Housing Stabilization Fund Payment: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to send of payment of \$10,775.75 to the DHCD Housing Stabilization Fund as outlined in the HSF Promissory Note dated February 21, 2012.

Positions and Compensation (Top 5), Tenants' Accounts Receivable (TAR), & Lead Paint Certifications: The Top 5 and TAR reports, as well as the Lead Paint Notification Certification, were presented. All Certifications were signed by the Board for submission to the DHCD.

Rent Write-Off: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to write-off a debt of \$692 owed from a 667 resident who passed away in February 2019.

Board Member Elections: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the slate as presented.

Chair: K. Kang

Treasurer: S. Cline

Member: S. Swanger

Vice Chair: A. Lepak

Member: T. Layden

Personnel Policy Revision: S. Cusolito made a request to the DHCD to change the administrative assistant job title and hourly rate to better reflect the responsibilities and qualifications necessary for the position. The proposed changes to the Personnel Policy cover changes in employment status.

The matter was tabled for further discussion at the June 11 Regular Session in order to include additional revisions.

OPEB Report: The report, now required every two years, was presented for FYE19. S. Cusolito will follow up on the current thinking around setting aside funds for the liability.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the April 9, 2019 Regular Session. PHN 2019-08 announces the April 10 roll-out of the online state public housing application system, CHAMP, to the general public.

Liaison Reports:

CPC: The CPC will not meet again until the fall. CPC Member Scott Smigler was recently appointed to the Finance Committee, creating an opening on the CPC.

SHT: No report in liaison K. Kang's absence.

Master Plan Steering Committee: The MPSC will meet on Friday to discuss the baseline reports on housing and economic development. The town-wide forum is scheduled for May 22. The data on housing needs supports the SHA's observation of the significant need for 1- and 2-bedroom non age-restricted housing. The data also indicate that approximately 31% of renters are cost-burdened, defined as housing costs that exceed 30% of income.

Other: S. Swanger expressed interest in meeting with Janie Dretler and Jennifer Roberts to determine if either is interested in serving as the Board of Selectmen liaison to the SHA. He is also interested in pursuing funding for technical assistance and feasibility assessment of development on parcels previously identified by the SHA. S. Cline learned at a recent MHP-sponsored training that CPA funds can be utilized for such pre-development efforts and that CHAPA also provides assistance by working within communities to garner support for affordable housing development. Commissioners expressed interest in approaching MHP to assist with framing a funding request. Commissioners also reiterated an interest in advertising for property, naming some parcels for direct mailing of the RFP.

OPEN FORUM

T. Vitvitsky plans to attend the tenant board member training on June 6, offered by the Mel King Institute.

UNFINISHED BUSINESS

Capital Projects Update:

FISH 288053 landscape: the site improvements to the traffic circle and quad are complete.

A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to approve a payment of \$32,395 to RAE Contracting, LLC, pending the project architect's certification and receipt of funds from DHCD.

FISH 288061 ADA doors: the programming to secure the Community Building after hours has been postponed.

FISH 288064 Utility cable: the project team met with DHCD construction advisor Bob Watt on April 29 to discuss the Change Order for the replacement of the primary switch at Peakham Road. The SHA emphasized its expectation that the project complete by the end of June.

DIRECTOR'S REPORT

The cash receipt report was presented.

On April 18, S. Cusolito met with Selectman P. Brown to clarify aspects of the SHA's budgets.

S. Cusolito presented some information from an April 23 regional meeting of executive directors, as well as an April 30 DHCD-facilitated session, regarding PHN 2019-07, which announced a housing authority regionalization RFI. No LHA has expressed interest in regionalizing as outlined in the 2014 legislation, even given the incentive of an increased operating subsidy; however, the DHCD is interested in responses that might present alternatives and possible legislative amendments. Participants discussed possible other incentives for regionalized efforts, as well as possible operations that might be handled by regionalized efforts or collaborations.

S. Cusolito attended the April 24 NSHEDA meeting at which the online application portal, CHAMP, was discussed.

S. Cusolito and a subgroup of Commissioners met with Town Planner Adam Duchnesneau and Selectmen-elect Jennifer Roberts and Bill Schineller on April 24. A tour of some SHA properties followed.

S. Cusolito attended a one-day training on LIHTC on May 2. At present, housing authorities are not authorized to directly pursue LIHTC development, but may partner with other entities that can do so. Because of the complex nature of such development, participants were encouraged to seek out experienced development partners.

The NAHRO Supportive Services Subcommittee will meet on May 13 to discuss results of a survey on needs distributed to executive directors.

The annual Mass NAHRO conference will be held in Falmouth May 19-22. S. Cusolito will attend two days and administrative assistant S. Bonney will attend one day.

Vacancies: Waivers for three 667 vacancies and one 705 vacancy were approved.

Evictions: No pending actions. SHA assistant S. Bonney attended a recent training.

Maintenance: In addition to vacancy work, Maintenance is handling deferred inspection work orders and participating in training through both MAHAMS and the DHCD.

EXECUTIVE SESSION

Not held.

ADJOURN

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the May 14, 2019 Regular Session. The time was 6:15 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director