

## **SUDBURY HOUSING AUTHORITY**

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### **MINUTES OF THE REGULAR MEETING**

September 10, 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: S. Swanger; Executive Director: S. Cusolito

Also Present: Prospective Tenant Board Member T. Vitvitsky

**Minutes:** None presented.

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

### **NEW BUSINESS**

**Public Housing Administration Notices:** S. Cusolito provided the link to those Notices published since the August 27, 2019 Regular Session. Of particular interest is the announcement of competitive funding for Resident Service Coordinators, with applications due by October 31, 2019.

### **Liaison Reports:**

**CPC:** The CPC will have its first meeting of the season on September 18. Interviews for the at-large member will be conducted. The first meeting at which CPA funding proposals will be considered is October 16.

**SHT:** The joint meeting with the SHT will occur on September 16, 9 a.m. The primary topic will be the WestMetro HOME Consortium Consolidated Plan. S. Cusolito is responding to a questionnaire that will be utilized in the Plan development.

**MPSC:** The next meeting of the MPSC will be September 20.

### **OPEN FORUM**

T. Vitvitsky reported that Cultural Council, of which she's a member, has a small grant program for arts and cultural events. She will provide staff with information.

### **UNFINISHED BUSINESS**

**Town RFR, Old County Road:** S. Cusolito and K. Kang will attend this evening's Selectmen's meeting, at which Town Planner Adam Duchesneau will present the SHA's request to have the Town's Right of First Refusal on Unit 28 exercised and transferred to the SHA. He and RHSO staff member L. Rust discussed the option with financing agency MassHousing, which supports the SHA's potential acquisition. To that end, MassHousing drafted a Memorandum of Understanding. If the Selectmen vote in favor of

exercising and transferring the Right, SHA will commence a legal review of the existing condominium documentation.

**New Duplex Program Review:** This first program review, involving both a desk audit and site visits, took place on August 28. The reviewer will follow up with information on the level of financial review required of the program, as well as the impact of SHA's tenant financial reviews on the rents determined by SMOC on a biennial basis. The SHA expects to receive a written report within the next six weeks.

**CPA Fund Proposal:** S. Cusolito received some input to a circulated draft proposal that will be submitted for the minimum 10% CPA funds allocated to housing.

**Capital Projects Update:**

FISH 288064, 667 Utility cable: The project is slated to re-start on September 11.

**DIRECTOR'S REPORT**

The cash receipt report was presented.

Vacancies: Two units at the Village were vacated in the first week of September.

Two families found to be income-ineligible at annual re-certification requested extensions, which will be granted.

Evictions: No actions pending.

Maintenance: In addition to vacancy work, annual unit inspections and routine work orders are underway.

**EXECUTIVE SESSION**

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the September 10, 2019 Regular Session and move to Executive Session to discuss real property acquisition, for to do so in open session might compromise the negotiating position of the housing authority, not to return to open session. The time was 5:00 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director