

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

October 8, 2019

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 p.m. Those present were: Vice Chair: A. Lepak; Treasurer: S. Cline; Member: S. Swanger; Executive Director: S. Cusolito

Also Present: Prospective Tenant Board Member T. Vitvitsky, Selectman Jennifer Roberts

Minutes: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the following minutes: August 27, 2019 and September 10, 2019 Regular Sessions as amended; September 16, 2019 Special Meeting; September 16, 2019 Joint Meeting, Sudbury Housing Trust; and to approve without release the following minutes of Executive Session: August 27, 2019; September 10, 2019; September 16, 2019.

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

The August 2019 financial report was presented.

NEW BUSINESS

Resident Service Coordinator NOFA: S. Cusolito is drafting a response to the NOFA. Submission requires a Board vote, an effort to seek leveraged or “in kind” funds, and tenant input.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to support the submission of an application for funding a Resident Service Coordinator position in response to the Notice of Funding Availability published by the Department of Housing and Community Development, Public Housing Notice 2019-19, and to appropriate \$5,000 from Sudbury Housing Authority state public housing operating reserves to augment the prospective award in support of the position.

All residents received written notification of the SHA’s proposal and were encouraged to contribute ideas and questions. S. Cusolito also met with residents on October 7.

WestMetro HOME RFP: The SHA learned of this funding opportunity at its September 16, 2019 joint meeting with the Sudbury Housing Trust. The deadline to respond is October 22. After some discussion, the Board concurred that there is insufficient time to respond for this round.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the September 10, 2019 Regular Session. The FYE21 Budget Guidelines are outlined in PHN 2019-22.

Liaison Reports:

CPC: S. Cline reported that she has been reelected as Chairman. The CPC recommended Anuraj Shah to the Board of Selectmen, which appointed Mr. Shah as an at-large member. The application deadline for CPA funding proposals was extended to October 10.

SHT: No report.

MPSC: The Master Plan Steering Committee met on September 20. A land use draft report was reviewed, as were maps to assess areas to be preserved, developed or redeveloped. The Town is also considering an application for funding through the Mass DOT Complete Streets program and a Route 20 shuttle transportation pilot is about to commence. S. Cusolito noted that transportation challenges are a concern for SHA residents, particularly those residing at Musketahquid Village. Selectman Roberts recommended Selectmen Dan Carty, who serves on the Transportation Committee, be contacted to present to the Board.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Sudbury Foundation Grant: The Foundation declined the SHA's request for funding; however, S. Swanger is pursuing resubmission of the proposal for the next funding cycle. He has or plans to meet one-on-one with each of the Selectmen to enlist their support.

S. Cline contacted the Community Preservation Coalition to advise if CPA funds can be used for feasibility or design, or to pay down a mortgage. The CPC recommended Town Counsel advise the SHA.

Selectman Roberts mentioned the house on Haynes Road that is owned by Camp Sewataro. The property might not be included in the lease agreement that is pending on the rest of the Sewataro property and might represent a possibility for transfer to the SHA.

There is a community forum planned for discussion of Broadacres Farm. Commissioners are considering whether or not to make a request for housing on the 4-acre parcel with the existing house.

Town RFR, The Villages at Old County Road: S. Cusolito and K. Kang attended the Selectmen's meeting on September 10, at which Town Planner Adam Duchesneau presented the SHA's request to have the Town's Right of First Refusal on Unit 28 exercised and transferred to the SHA. After some discussion, including from two VOCR unit owners, the Selectmen unanimously voted in favor of exercising and transferring the Right.

The SHA had been in contact with one VOCR Trustee and committed to meeting with owners, with two dates scheduled. Klein Hornig conducted a legal review of the existing Condominium and regulatory documents, concluding that there is no legal impediment to the SHA purchasing the unit.

Commissioners discussed the Condominium Trust language concerning tenancies, particularly language suggesting the Trust could take independent action against a tenant or the SHA, as well as the potential for hostile environment for a tenant.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to decline to exercise the Right of First Refusal on The Villages at Old County Road, Unit 28, and to express appreciation to the Board of Selectmen for the opportunity to consider it.

Real Property RFP: S. Cusolito has not received a response from the owner of the Oakwood Ave properties and will continue its outreach.

CPA Fund Proposal: S. Cusolito will update the draft to reflect the status of acquisitions under current consideration, as well as any input received from Town Counsel regarding allowable uses of CPA funding.

PMR Response: The response, provided to Commissioners, was submitted September 27.

Capital Projects Update:

FISH 288064, 667 Utility cable/transformer replacement: The project was expected to start and complete in eight hours on October 8; however, the power has not been restored at this time.

DIRECTOR'S REPORT

The cash receipt report was presented.

Vacancies: A lease for one of two vacant units at the Village was signed on September 24. A waiver was requested and granted for the second unit, due to extensive animal damage. A current resident will transfer into this first-floor unit from a second-floor unit.

Evictions: No actions pending.

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

Facility Assessment: DHCD has engaged a consultant to perform facility assessments. The SHA's is scheduled for November 19 and 20.

AUP: The annual AUP is scheduled for October 29.

New Duplex Program Review: The final report has not been provided; however, the SHA was advised that the DHCD will require a full financial audit annually. Klein Hornig, the firm that represented the SHA at the closing in 2013, offered to review the requirements, but recommended waiting until the report is received.

EXECUTIVE SESSION

Not required.

ADJOURN

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to adjourn the October 8, 2019 Regular Session. The time was 6:55 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director