

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

December 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: T. Layden; Member: S. Swanger; Executive Director: S. Cusolito

**Minutes:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the November 12, 2019 Regular Session.

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

The October 2019 financial report was presented.

S. Cusolito confirmed with the SHA's fee accountant that the underspending through Q2 on employee benefits is due to the timing of enrollments and payments.

### **NEW BUSINESS**

**2020 Meeting Schedule:** A motion was made by A. Lepak, seconded by T. Layden, and unanimously voted, to approve the 2020 meeting schedule as presented.

Regular meetings will continue to be held on the second Tuesday of each month at 4:00 p.m.

**Board Member Training:** S. Cusolito suggested inviting the Regional Attorney to an upcoming meeting for a training on employment law/employee rights, Open Meeting Law, and the role of the Board. Members generally disputed the need for such training; however, ultimately agreed to scheduling for an upcoming meeting.

**ED Evaluation, Updated Draft:** A. Lepak had circulated an update to the prior year's evaluation form. After some discussion, it was decided to conduct a verbal evaluation at the January 2020 meeting.

**Capital Projects Administrative Fees:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve payment to S. Cusolito of Formula Funding administrative fees in the amount of \$13,300 for FISH 288064 (\$10,500) and FISH 288065 (\$2,800).

**Public Housing Administration Notices:** S. Cusolito referenced those Notices published since the November 12, 2019 Regular Session, including a Health & Safety funding opportunity and notice of the upcoming 15% increase in property insurance.

**Inclusionary Zoning Bylaw:** Based on comments made at a joint meeting of the Board of Selectmen and the Planning Board, S. Cusolito contacted Planning Director Adam Duchesneau to provide a draft of an

inclusionary zoning bylaw under consideration. The SHA was encouraged to submit comments on the draft, to be considered at the Planning Board's January meetings. The draft was received too late for Commissioners to review for the current meeting. Commissioners were encouraged to submit comments to S. Cusolito in this interim.

**Liaison Reports:**

CPC: S. Cline made the presentation to the CPC of SHA's request for the 10% minimum of the CPA budget set aside annually for affordable housing. S. Cusolito attended to provide any background information; however, there were no questions. The CPC will meet on December 18 to deliberate on the applications.

SHT: K. Kang reported that the Coolidge is requesting an additional CPA fund allocation of \$150K from the SHT for cost overruns. The Trust will consider the request at its December 11, 2019 meeting.

BOS/Broadacres: S. Swanger attended the December 3 Selectmen's meeting, at which Selectmen opted to wait for the Broadacres community forum report before endorsing the SHA's Sudbury Foundation request for funds for feasibility study on several parcels, including Broadacres.

MPSC: The Master Plan Steering Committee held a joint meeting with the Planning Board on November 12. Topics of interest included energy conservation, transportation, and affordable housing.

**OPEN FORUM**

No comments.

**UNFINISHED BUSINESS**

**Waiver of 760 CMR 5.05(2)-(3):** At its November 12, 2019 Regular Session, the Board unanimously voted to deny a request for continued occupancy for a c. 705 resident whose income exceeds the allowable threshold. In this interim, a member of the household relocated, which reduced the income to allow for continued occupancy. Although the family is now over-housed, the SHA currently doesn't have a viable option for relocation.

**New Duplex Rent Increase Request:** To date, the SHA has not received a response to its request.

**NOFA Creative Place-Making, PHN 2019-26:** The RCAT recently encouraged LHAs to consider this opportunity, which has a submission deadline in April 2020. T. Vitvitsky had inquired about completing the survey, but was not present to report on it.

**Sudbury Foundation Grant:** Discussed as part of S. Swanger's liaison report.

**CPA Fund Proposal:** Discussed as part of S. Cline's liaison report.

**Capital Projects Update:**

FISH 288064, 667 Utility cable/transformer replacement: The work is likely delayed until spring; however, Eversource requested that SHA mark the site for location of the primary meter and cable switching station. As an alternative, a site meeting will be scheduled, to include the Town, so that Eversource can perform a site inspection.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

The CPC annual report was submitted.

Vacancies: The 3-bedroom New Duplex unit was vacated in November. There is significant work to be completed, most of which will be contracted out. A 3-bedroom c. 705 unit will be vacated at the end of December. SHA is considering its option not to renew the Lease of a New Duplex resident.

Evictions: The SHA is considering an action against a c. 705 household for nonpayment.

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

The SHA received an overwhelming response to its advertisement for a FT maintenance person. The field has been narrowed to three candidates, with a target hiring date in early January.

## **EXECUTIVE SESSION**

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the December 10, 2019 Regular Session and move to Executive Session for the purpose of discussing potential litigation and litigation, for to do so in open session might compromise the position of the SHA, an not to return to open session. The time was 6:00 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director