

## SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD  
SUDBURY, MASSACHUSETTS 01776  
director@sudburyha.org

SHEILA M. CUSOLITO  
Executive Director

PHONE: 978-443-5112  
FAX: 978-443-5113

### MINUTES OF THE REGULAR MEETING

November 12, 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

Also Present: Prospective Tenant Board Member T. Vitvitsky

**Minutes:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the minutes of the October 8, 2019 Regular Session as amended.

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

A motion was made by A. Lepak, seconded by T. Layden, and unanimously voted, to approve the FYE20 Q2 financial report as presented.

S. Cusolito will follow up with the SHA's fee accountant to confirm that the underspending on employee benefits is due to the timing of enrollments and payments.

The Q1 Formula Funding report was presented.

### **NEW BUSINESS**

**Capital Improvement Plan:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the five-year capital improvement plan as presented.

**Waiver of 760 CMR 6.04 (5)(a):** Tabled.

**Waiver of 760 CMR 5.05 (2)-(3):** A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to deny the request of a c. 705 resident to continue occupancy following a determination that the resident no longer qualifies for state public housing based on household income.

The resident was found to be over the income limit at the last annual review for continued occupancy and, upon request, was granted a six-month lease extension to find alternate housing. The basis of the Board's decision to deny a permanent waiver is the tremendous need for safe, affordable housing by those whose income falls at or below the qualifying income limit. The Board's hope is that another family will benefit in the way this family has to become more financially stable, in part through obtaining affordable housing.

**New Duplex Rent Increase:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the request to SMOC to increase total monthly rents for the Sudbury Duplexes to the

2019 HUD applicable rates as follows: \$1,902 for the two-bedroom units and \$2,383 for the three-bedroom unit.

Total rent collected will be less the applicable utility allowance and will not affect the rent portion paid by tenants. The request is timed to coincide with the anniversary of the contract with SMOC and has occurred approximately every other year.

**Agreed Upon Procedures Results:** For the second year, the SHA received no findings on the annual, published review of its programs.

**Conflict of Interest Certification:** Commissioners were reminded to complete the training, as outlined recently by the Town Clerk.

**Personnel:** The annual ED evaluation process will be initiated within the next month by A. Lepak, with a projected completion by the January 2020 meeting.

**Public Housing Administration Notices:** S. Cusolito referenced those Notices published since the October 8, 2019 Regular Session, including a NOFA for funding for creative place-making. S. Cusolito will attend a workshop on the NOFA at the upcoming annual conference.

**Liaison Reports:**

CPC: At its December 4<sup>th</sup> meeting, the CPC will discuss the SHA's request for the 10% minimum of the CPA budget set aside annually for affordable housing. S. Cline will make the presentation. The SHA was recently advised that the Town will utilize a grant agreement for CPA fund recipients.

SHT: State representative Carmine Gentile was recently appointed to serve as a Trustee and will participate in the screening process for the new town manager on behalf of the Trust. The Trust is funding the installation of a sump pump in the affordable ownership unit on Eddy Street.

MPSC: The Master Plan Steering Committee is scheduled to meet with the Planning Board. The report drafted by the MPSC consultants was updated to reflect comments received through community forums.

**OPEN FORUM**

No comments.

**UNFINISHED BUSINESS**

**Real Property RFP Closeout:** The SHA learned from the owner/representative for the properties on Oakwood Ave that the parcel at 16 Oakwood Ave is under agreement with a developer. The small vacant parcel is still available. Commissioners agreed not to pursue the property on Barton Drive, which will be communicated to the owner.

**Sudbury Foundation Grant:** S. Swanger met individually with several of the Selectmen, also attending that Board's October 29 meeting at which a letter of support for SHA's proposal will be discussed. After some discussion, Selectmen opted not to sign the letter, in large part because of the inclusion of Broadacres Farm on the list of properties to be studied. That property will be the topic of a November 21 charette, the results of which Selectmen will utilize to inform their position on uses. In this interim, Selectman J. Dretler

met with the Sudbury Foundation and Selectmen D. Carty will join S. Swanger to do the same. The letter of support will be reconsidered at the Selectmen's meeting on December 3.

SHA Commissioners discussed the possibility of re-use of the existing structure, something encouraged under the CPA.

**CPA Fund Proposal:** Town Counsel responded to the SHA's questions on use of already awarded CPA funds and more generally, the use of funds to pay on mortgage. Town Counsel confirmed that pre-construction activities qualify and that the SHA could grant a mortgage, the latter of which occurred with the purchase of Willis Lake.

**Resident Service Coordinator NOFA:** S. Cusolito circulated the response to the NOFA, submitted to DHCD on October 31. The review timeline was not specified in the NOFA.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to ratify the October 8, 2019 vote, as taken, in support of submitting a response to the NOFA.

**Capital Projects Update:**

FISH 288064, 667 Utility cable/transformer replacement: An eleventh-hour delay has placed the project on hold. It isn't clear that the project will complete prior to the ground freezing.

**DIRECTOR'S REPORT**

The cash receipt report was presented.

**Vacancies:** A lease was signed on November 8 for a Village unit that was heavily damaged and required a vacancy waiver, vacated in September. An existing resident requiring a first-floor unit was transferred, creating another vacancy.

A long-time resident vacated the three-bedroom New Duplex unit on November 1. An existing New Duplex family requiring the additional bedroom will be transferred. This will create a vacancy, likely at the start of the new year.

A 705 family resident informed SHA that she has qualified to purchase the unit the SHA recently considered purchasing at The Villages of Old County Road. The expected closing will occur in late December, creating a three-bedroom vacancy.

**Evictions:** No actions pending.

**Maintenance:** In addition to vacancy work, annual unit inspections and routine work orders are underway. The FT maintenance person resigned on November 6, in part based on the recently completed performance evaluation.

**Facility Assessment:** Originally scheduled for November 19 and 20, the assessment is now scheduled for December 3 and 4.

**EXECUTIVE SESSION**

Not required.

**ADJOURN**

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to adjourn the November 12, 2019 Regular Session. The time was 5:50 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director