

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

January 14, 2020

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: Tabled.

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

The FY23 Formula Funding award letter was received, with an award amount of \$102,963.

NEW BUSINESS

Rent Write-Off: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to write off a balance of \$88 on the account of a 667 resident who vacated in September.

Attempts to communicate with family members have been unsuccessful.

Proactive Tree Maintenance: A motion was made by K. Kang, seconded by S. Cline, and unanimously voted, to approve a contract for proactive tree maintenance in an amount not to exceed \$15,000.

Brightview Tree Care Services performed an assessment, the results of which were received in late December.

New Duplex Compliance Report: The report on the August 2019 program review was received in late December. The only matter to address is the requirement for an annual financial audit, which could run as high as \$15,000 annually. The permanent lender, MHP, has informally waived this requirement because of the size of the development. S. Cusolito will follow up with DCHD to request it support a waiver.

MV Snow Removal Policy: In anticipation of presenting a draft policy in February, S. Cusolito sought input on anticipated practices for Village snow removal, which might be outsourced.

ED Evaluation: A roundtable discussion of ED performance and goal setting resulted in consensus to focus on executive management development.

Public Housing Administration Notices: S. Cusolito referenced those Notices published since the December 10, 2019 Regular Session, including one outlining some flexibility not previously expressed by DHCD to consider executive director benefits that do not align with its current recommendations.

Liaison Reports:

BOS/Broadacres: The report from the Broadacres public forum is expected to be finalized in February, after which, S. Swanger will reengage the Board of Selectmen for its support of the SHA's grant application to the Sudbury Foundation.

CPC: At its December 18, 2019 meeting, the CPC unanimously voted to bring the SHA's application for funding to the May 2020 Annual Town Meeting.

SHT: Like the SHA, the SHT has provided input to the Planning Board as it develops a proposed inclusionary zoning bylaw.

MPSC: The Committee has not met since its November 12, 2019 joint meeting with the Planning Board.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Board Member Training: Tabled.

Inclusionary Zoning Draft Bylaw: Based on comments at the January 8th Planning Board meeting, it isn't clear that this bylaw will be considered at Annual Town Meeting this year. There was some discussion of including an incentive component to the bylaw. Both inclusionary and incentive bylaws have been proposed and rejected in the past. A public forum is planned for January 22.

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

Capital Projects Update:

FISH 288064, 667 Utility cable/transformer replacement: A site visit that included input from the Town occurred, with a second upcoming. The main comes off a pole on Peakham Road and the existing primary meter and cable switching station adjacent to the sidewalk will be replaced and installed in separate locations, to be determined with Town input.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito attended a Supportive Services Subcommittee meeting on January 13 and plans to attend a quarterly Town housing meeting on January 23.

On January 16, S. Cusolito and Administrative Assistant S. Bonney will participate in an online training on the new Formula Funding database.

S. Cusolito provided data on the number of applicants with local preference housed over the last three years. The request came via the RHSO on behalf of Master Plan Steering Committee Member and Selectman Dan Carty.

Tenant Board Member: K. Kang's term is not due to expire until 2021; however, she wishes to step down this year. She is willing to stay on until after Annual Town Meeting. S. Cusolito will confirm the process for an interim appointment, given the regulation to appoint the tenant board member has not been published.

ED Contract Lawsuit: On January 9, Mass NAHRO filed a complaint against DHCD surrounding executive director contract terms and language. Plaintiffs include both executive directors and housing authority boards.

Vacancies: A recently completed vacant unit at the Village will house a local applicant. A second vacancy at the Village is in need of extensive repairs. The 705 unit on Pine St. was vacated January 4, with the resident's purchase of the affordable ownership unit at The Villages at Old County Road.

The 3-bedroom New Duplex unit vacated in November requires more extensive work than originally expected. Most work will be outsourced. A second New Duplex Family will vacate later this month. Both units were vacated due to residents' need for single-floor housing.

Evictions: No pending actions.

Maintenance: Snow removal and vacancy work have been prioritized. Inspections of family units will commence in late January.

EXECUTIVE SESSION

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adjourn the January 14, 2020 Regular Session. The time was 6:05 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director