

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

February 11, 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; Member: S. Swanger; Executive Director: S. Cusolito

**Minutes:** Tabled.

**Financials:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the checks written in January 2020.

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the FYE20 Q3 Financial Report.

The Q3 Formula Funding Report was presented. A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve a payment of \$2,700 to S. Cusolito for FISH 288053, 667 Site Improvements; and to retain in reserves \$66.52 for FISH 288060, 667 Siding; and \$0.80 for FISH 288061 667 ADA Doors.

### **NEW BUSINESS**

**FYE21 Budget:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the FYE21 budget as presented.

The budget includes a 10% increase in ANUEL over the FYE20 budget. Highlights include changes to administrative staffing: retitling the Administrative Assistant to Bookkeeper/Occupancy Specialist, accompanied by an 11% change in hourly payrate over the FYE 20 budget; addition of a part-time Office/CHAMP Assistant; and a one-time \$5,000 technology exemption that will likely be used to install security cameras. Once again, hours for the PT maintenance position were listed at 22.5/week, resulting in an increase in the employee benefits line. Per DHCD requirements, the ED salary is frozen at the FYE17 level. The net result of the changes in staffing is the significant change in the SHA percent of maximum reserves.

To date, there has been no word on the approval status of the SHA's FYE20 budget.

**CFA 5001, Amendment 12:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve Amendment #12 of the Contract for Financial Assistance between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$302,043 (Formula Funding: \$205,000; Sustainability: \$97,043) and the authorize K. Kang, Chairperson, to sign on behalf of the Sudbury Housing Authority.

The SHA was awarded Sustainability funds for FISH 288066, 667 Hood Fan Installation.

**DHCD Sustainability Award:** Discussed as part of CFA 5001, Amendment 12.

**Real Property:** The owner of the affordable unit at 8 Eddy Street contacted the SHA to notify it of her intent to sell the property in June. SHA had previously expressed interest in acquiring the property.

Environmental Planner Beth Suedmeyer contacted SHA about the status of the Weisblatt property on Boston Post Road.

**Public Housing Administration Notices:** S. Cusolito provided a link to those Notices published since the January 14, 2020 Regular Session.

**Liaison Reports:** BOS/Broadacres: The results of the Broadacres public forum will be presented to the Board of Selectmen this evening. The results, in part, will determine the extent to which the Selectmen will support including Broadacres in SHA's feasibility study funding proposal submitted to the Sudbury Foundation.

CPC: No report.

SHT: The SHT meeting was cancelled.

MPSC: The Committee discussed transportation at its meeting in February and will discuss housing at its March meeting.

### **OPEN FORUM**

No comments.

### **UNFINISHED BUSINESS**

**Annual Report:** Members signed the signature page.

**New Duplex Compliance Audit Follow-Up:** Because there are so few units and the SHA is more akin to a non-profit than any other construct, Alana Murphy, DHCD Deputy Associate Director, approved SHA's request to waive the financial audit requirement, in keeping with MHP's practice.

**ED Evaluation:** S. Cusolito asked that some comments she made be included in the evaluation. She will provide them to A. Lepak.

### **Capital Projects Update:**

FISH 288064, 667 Utility cable/transformer replacement: A second site visit that included input from the Town occurred to review the specifications for installing the primary meter and cable switching station. The target date for the work is early April.

### **DIRECTOR'S REPORT**

The cash receipt report was presented.

The Legislative Information Day is March 9.

S. Cusolito, along with other Supportive Services Subcommittee members, hosted the first regional information session at the Chelmsford Housing Authority.

**Vacancies:** The New Duplex unit on Landham Road is expected to be ready for a March 1 transfer of the resident at Greenwood Ave. The unit at 43 Great Road is in need of extensive work. The 705 unit on Pine Street will house an emergency applicant, as will both vacant units at the Village.

**Evictions:** No pending actions.

**Maintenance:** Vacancy work has been prioritized. Inspections of family units is pending.

## **ADJOURN**

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adjourn the February 11, 2020 Regular Session. The time was 5:45 p.m.

Yes: K. Kang

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director