

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

March 10, 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: S. Swanger; Member: T. Layden; Executive Director: S. Cusolito

Also present: Prospective Tenant Board Member T. Vitvitsky

Minutes: Tabled.

Financials: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to approve the checks written in February 2020.

The January 2020 financial report was presented.

NEW BUSINESS

Real Property: 8 Eddy Street: At its March 3 meeting the Board of Selectmen unanimously voted to exercise its Right of First Refusal on the property at 8 Eddy Street and to transfer that Right to the SHA. The purchase price is \$239,063; however, the letter from the DHCD includes a marketing fee payable to the RHSO. As the property will not undergo any marketing, S. Cusolito will confirm that this fee is not required. The DHCD Undersecretary must approve the acquisition. S. Cusolito will prepare the required memorandum to address 760 CMR 4.13.

Based on a recent site visit, there are reconfiguration options for the structure that would allow the bedroom count(s) to align better with the typical SHA applicant. Furthermore, the property will be added to those proposed for an anticipated feasibility study.

S. Cusolito contacted a local bank and MHP about financing. The property could be financed by a bank at up to 70% of its value or sale price, whichever is lower. The acquisition is too small to be financed through MHP.

A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to authorize S. Cusolito, acting on behalf of the Sudbury Housing Authority, to execute a Purchase & Sale Agreement, including standard terms, with the owner of the property located at 8 Eddy Street, Sudbury.

The anticipated closing is early June 2020.

490 Dutton Road: The SHA recently learned that the owner of this Habitat for Humanity unit passed away. Habitat holds the mortgage; however, there are both financial challenges and challenges with the estate that are being addressed by attorneys. It was noted that this is a condominium with less than 50% ownership.

A motion was by A. Lepak, seconded by S. Swanger, and unanimously voted, to decline to proceed toward the purchase of the property located at 490 Dutton Road, Sudbury.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the January 14, 2020 Regular Session. Notable is PHN 2020-06, which outlines the roll-out and timeline for the Annual Plan, the last of the requirements of Ch. 235 to be implemented.

Liaison Reports: CPC: Town Counsel prepared a draft CPA Grant Agreement, reviewed by S. Cline and S. Cusolito, and circulated to Commissioners for comment. Although the Community Preservation Coalition recommends such agreements for grants to non-Town entities, the proposed language around termination is of particular concern. S. Cline will request that the termination terms be comparable to that within the Coalition's template.

MPSC: The Committee discussed transportation at its meeting in February and will discuss housing at its March 13 meeting. Further discussion of transportation, particularly options for Route 20, is required, especially given the impact on housing. Also influencing housing along Route 20 are sewer options under consideration.

Broadacres: At its March 17 meeting, the Board of Selectmen will consider endorsing SHA's Sudbury Foundation proposal for funding feasibility studies on several Town-owned and SHA-owned properties. The Board opted to wait until the results of the Broadacres public forum were published to inform its decision concerning inclusion of Broadacres on the list of parcels to be studied.

SHT: K. Kang's term expires on April 30, as do the terms of all but two other Trustees. The Trust, which requires a minimum of five Trustees, will explore options to stagger the terms more effectively. A. Lepak expressed willingness to serve following completion of her role on the MPSC, targeted for this Fall.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

ED Contract Approval: The most recent version of the Contract, submitted with reservation in August 2019, was approved by the DHCD.

FYE20 Budget Approval: The FYE20 Budget, which the DHCD would not approve in the absence of a DHCD-approved ED contract, was approved in late February.

FYE20 Budget Approval: Not received.

ED Evaluation: Tabled.

Capital Projects Update: None.

DIRECTOR'S REPORT

The cash receipt report was presented.

Both maintenance men attended a recent, two-day unit inspection training administered by the DHCD Facilities Management team.

Most, if not all, housing authorities received a public records request from a Boston Globe reporter. The request focuses on payroll, budgets, and wait list information for the most recent three years.

Vacancies: The New Duplex unit on Landham Road was slated to be occupied by March 1; however, SMOC did not perform the vacancy inspection when requested. Furthermore, SMOC indicated that the applicant, who is an existing resident, is required to undergo another financial review because the prior review had expired. SMOC was asked to provide the policy that dictates that a financial review for a transferring resident expires in 60 days. Work continues on the unit at 43 Great Road. New residents were housed in two vacant units at the Village and in the 705 unit on Pine Street.

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 March 10, 2020 Regular 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