

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

July 14, 2020

The SHA met by remote participation open session at 4:00 p.m. Those present were: Chair: A. Lepak; Vice Chair: S. Cline; Member: T. Layden; Member: T. Vitvitsky; Executive Director: S. Cusolito

Minutes: None.

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

NEW BUSINESS

FY22 CPA Fund Request: During the Housing Trust's portion of its July 9, 2020 meeting the Trust discussed an interest in submitting a funds request this fall and asked if SHA plans to do so. S. Cusolito advised that she did not anticipate a request from the SHA, but would discuss it with Commissioners at this meeting and report back to Planning Director A. Duchesneau.

At this time, Commissioners could not rule out a request, but did not consider a specific funding proposal.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the June 10, 2020 Regular Session, including two addressing COVID-19 employee safety and funding to meet the Governor's mandated practices.

A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to approve the mandatory SHA employee safety reopening plan as presented, and to authorize S. Cusolito to sign the associated certification.

At its June 10, 2020 Regular Session, the SHA Board voted to remain closed to the public at least until September 1, 2020.

Liaison Reports:

CPC: No report.

SHT: S. Cusolito attended the Trust portion of the July 9, 2020 meeting, which began as a joint meeting with the SHA. The next meeting will be September 10 at 8:00 a.m.

There were no applicants for the Pinewood Ave ownership unit, which means that it will sell on a first-come, first-served basis. If all other conditions are met, the bedroom-count requirement will be waived.

Of the \$20K set aside for COVID-19 rent relief, approximately \$10K has been awarded to five of seven applicants. The remaining funds will be awarded on a first-come, first-served basis. Trustee J. Riordan expressed an interest in assisting those in subsidized housing who were excluded in the first round.

Some changes in the small grants repair program will be discussed in September, including allowing for COVID-19 needs, for instance, utility cost payments. Later, Trustees will review the types of projects funded, criteria, and funding limits.

MPSC: A. Lepak's reiteration to include options for small lots/small houses in areas other than Route 20 resulted in modifications to the content of the master plan draft.

OPEN FORUM

T. Vitvitsky reported that a Village resident approached her to complain about the groundskeeping. She referred the resident to the grievance procedure. S. Cusolito clarified that the grievance process was for other matters and that residents should report concerns to administrative staff. She noted that the contractor for the Village landscape project, FISH 288053, is expected to replace the failed plantings in the Fall.

UNFINISHED BUSINESS

Sudbury Foundation Award: The SHA received official notice that the Sudbury Foundation voted to award a grant of \$50,000 to support pre-development feasibility assessments at various SHA and Town-owned sites.

A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to accept with thanks the award of \$50,000 from the Sudbury Foundation and to authorize S. Cusolito to sign the Agreement on behalf of the Sudbury Housing Authority.

Commissioners expressed their gratitude to S. Swanger for his dogged determination in pursuing the award, particularly through several rounds of discussion with Town officials on Town-owned sites of interest.

Commissioners agreed by consensus that the studies be initiated, followed by abutter notification for those sites where development is deemed feasible. All agreed to seek assistance from an entity experienced in working in suburban communities. Mass Housing Partnership has a program that includes a community liaison component and will be part of the initial outreach.

Real Property: The owner of 8 Eddy Street had until July 10 to respond with her wishes regarding proceeding with the sale of the property. If no response is received, the sale proceedings will be cancelled and the seller will have to notify DHCD anew if she chooses to sell. SHA has received no word of a response.

Capital Projects Update: FISH 288064, 667 Utility Cable Project: no communication on the restart of the work, including ground testing approved by the Board in May, has been received.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito continues to attend meetings with both DHCD and the Town and staff continues to provide additional support services to residents.

Upcoming training includes the web-based AUP. S. Cusolito will also attend a CHAPA regional meeting.

In one week's time, SHA received more than 100 resumes for the RSC position.

Vacancies: All 667 vacancies have been closed. Two New Duplex units remain vacant and a 3-BR 705 unit will be vacated at the end of July. The SHA will request that the Willis Lake resident relocate to the 705 unit. Following advertising and a lottery for the Willis Lake unit, the plan is to maintain an open wait list.

Evictions: No pending actions due to the COVID-19 moratorium.

Maintenance: Vacancy work continues to be prioritized and only emergency work within occupied units is occurring. The recent electrical storm resulted in some damage to one 705 and one New Duplex unit.

ADJOURN

A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to adjourn the July 14, 2020 Regular Session. The time was 5:15 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: T. Vitvitsky

Minutes prepared by S. Cusolito, Executive Director