

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

June 10, 2020

The SHA met by remote participation open session at 3:30 p.m. Those present were: Vice Chair: A. Lepak; Treasurer: S. Cline; Member: S. Swanger; Member: T. Layden; Member (not sworn): T. Vitvitsky; Executive Director: S. Cusolito

Board Member Elections: A motion was made by S. Swanger, seconded by T. Layden, and unanimously voted, to approve the slate of officers as presented: Chair: A. Lepak; Vice Chair: S. Cline; Treasurer: S. Swanger; Member: T. Layden; Member (not sworn): T. Vitvitsky.

Ms. Vitvitsky abstained from all votes.

Minutes: A motion was made by S. Swanger, seconded by T. Layden, and unanimously voted, to approve the minutes of the following Regular Sessions: April 14, 2020; May 12, 2020; and the following Joint Session with the Sudbury Board of Selectmen: May 26, 2020.

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

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the FYE20 Q4 Financial Reports.

The FYE20 SHALIP Q4 Financial Report is simultaneously approved as the SHA-LIP year-end report.

The Q3 (March 2020) Quarterly Formula Funding Report was presented.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to authorize Executive Director Sheila Cusolito and the following SHA Commissioners as signers on banking transactions: S. Cline, T. Layden, A. Lepak, S. Swanger, T. Vitvisky and to remove former Commissioner K. Kang as a signer, effective immediately.

NEW BUSINESS

FYE20 Year-End Financial Statement and Top Five Compensation Certification: A motion was made by T. Layden, seconded by S. Swanger, and unanimously voted, to certify to the receipt and accuracy of the Top Five Compensation Form and FYE20 Year-End Financial Statement as will be submitted to the DHCD.

The FYE20 Q4 (Year-End) Tenant Accounts Receivables Report was presented.

FYE20 Lead Paint Certification: A motion was made by S. Swanger, seconded by T. Layden, and unanimously voted, to certify that the Sudbury Housing Authority is in compliance with Federal and State lead paint law notification procedures.

New Duplex FYE20 HSF Payment: A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to approve the FYE20 Year-End Financial Report as will be submitted to MHP and to approve an annual loan repayment to the Housing Stabilization Fund in the amount of \$7,698.60.

FISH 288064 Additional Services Fees: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the fees for additional services provided by BLW Engineering in the amount of \$1,320 for AS-1 and \$2,970 for AS-2 as presented.

COVID-19 Operational Practices: A motion was made by T. Layden, seconded by S. Swanger, and unanimously voted, to extend the SHA office closure and limitation of in-unit maintenance work to emergency work orders until September 1, 2020.

COVID-19 Emergency Rent Relief: The first round of CPA-funded rent relief available through the Sudbury Housing Trust is underway. By consensus, the SHA Board declined to utilize CPA funds for rent relief to SHA residents.

Tree Work: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve a \$1,000 increase in expenditure for tree work over the December 10, 2019 voted limit.

SHA-LIP Biennial Program Review: SHA was notified by RHSO that the review, which will occur this summer, will consist of a desk audit only.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the May 12, 2020 Regular Session, including modifications to a rent policy published last month that could not be implemented without difficulty.

Liaison Reports: Sudbury Foundation Application: The Foundation will vote on the SHA's application at its June 11, 2020 meeting.

CPC: No report.

SHT: S. Cusolito attended the June 4, 2020 meeting of the Trust. L. Rust reported that the ownership unit at 18 Pinewood is expected to come up for sale soon, but with an unknown timeline.

Trustees voted to authorize the RHSO to respond on behalf of the Housing Trust to a Request for Proposals for home-ownership monitoring services, published by MHP.

Two individuals who have applied to serve on the Trust will be invited to a meeting scheduled for July 16. S. Cusolito noted that SHA would like to have one of its Commissioners serve on the Trust; however, no one is available to do so at this time.

MPSC: The Committee met on May 15. A. Lepak has continued to advocate for small lots/small houses as an option in areas other than Route 20. Director of Planning A. Duchesneau suggested the possibility of the SHT and SHA sharing land available through 61A, should an opportunity arise.

OPEN FORUM

T. Vitvitsky reported that she will attend a training on June 11, 2020 on the role of the tenant board member.

UNFINISHED BUSINESS

Real Property: During a phone conference on June 3 with DHCD, the Town, SHA and its attorney, it was agreed that SHA's attorney would draft a letter to the 8 Eddy Street owner; however, the DHCD issued an alternative letter to the owner on Friday. The owner must notify DHCD by July 10 if she intends to move forward with the sale. If the owner does not respond, the DHCD will consider the sale inactive.

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.
FISH 288066, 667 Hood Ventilation Project: The SHA will permit the design engineer to view existing conditions when it reopens.

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. Recently, donated supplies were distributed to each resident.

Vacancies: An emergency applicant was recently housed at the Village, with one vacant unit remaining. The New Duplex transfer from Greenwood to Landham is complete. The work on Great Road is complete; however, a qualified applicant has not been identified.

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

Public records requests were submitted for the second significant law enforcement event occurred at unit on Fairbank Circle, reported to the Board at its May 12, 2020 meeting.

Maintenance: Vacancy work continues to be prioritized.

ADJOURN

A motion was made by S. Cline, seconded by T. Layden, and unanimously voted, to adjourn the June 10, 2020 Regular Session and move to Executive Session for the purposes of discussing potential litigation, for to do so in open session might compromise the position of the Housing Authority, not to return to open session. The time was 5:10 p.m.

Yes: S. Cline

Yes: T. Layden

Yes: A. Lepak

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director