

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

May 12, 2020

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

Also present: Prospective Tenant Member: T. Vitvitsky

**Minutes:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the minutes of the February 11, 2020 Regular Session.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the February 21, 2020 Special Session.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the March 10, 2020 Regular Session.

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

The SHA was notified on May 4 that its FYE 21 Budget was approved.

### **NEW BUSINESS**

**FISH 288066, 667 Hood Fan Installation Work Order:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve a fee in the amount of \$16,400 from BLW Engineers for FISH 288066, 667 Hood Fan Installation, Sustainability Request design work.

**FISH 288064, 667 Utility Cable Project, Change Order #2:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve Change Order #2, 667 Utility Cable Project, in the amount of \$3,800 for addition GPR scanning.

The proposed path to connect the primary meter and cable switching station to the utility loop must be relocated due to the presence of ledge. The additional scanning is necessary to establish a new location.

The Board's consensus was that the project should not move forward at this time, due to the possibility of an extended power outage and the inability to accommodate residents in the Community Building while maintaining COVID-19 social distancing protocols. In addition, many residents have over-stocked on refrigerated food items; sufficient lead time will be necessary to minimize loss. Eversource and Elm Electrical agreed to make a determination following the Governor's May 18 announcement around reopening.

**Board Member Transition/Board of Selectmen Agenda Request:** Originally scheduled for the Selectmen's April 28 meeting, the joint meeting is to vote on the appointment of Tania Vitvitsky on a one-year interim basis, effective no later than June 1, 2020, to coincide with the resignation of K. Kang, whose term expires May 31, 2021.

**Real Property:** 8 Eddy Street: The owner has not communicated with any party since mid-April about her intentions regarding the sale of the home. A follow-up call reflected continued indecision. Attorney Hill has

recommended formalizing the owner's decision in a communication to the Town. A call with the Town and RHSO will be arranged.

For the time being, the Board is opting to cover the attorney fees with SHALP development funds, rather than awarded CPA funds.

**Public Housing Administration Notices:** S. Cusolito provided a link to those Notices published since the April 14, 2020 Regular Session, including a rent policy that will be challenging to implement and, based on a state-wide call with LHAs and DHCD, will be reconsidered.

**Liaison Reports:** Sudbury Foundation Application: S. Swanger previously communicated with the Foundation, which is scheduled to meet in June.

CPC: No report.

MPSC: A. Lepak reported on the most recent meeting, which included small-group discussions on diversifying housing. Although it was noted that communities such as Concord are considering changes to zoning to allow two-family housing by right, some expressed resistance to this idea for Sudbury. A. Lepak will follow up with a submission of previously conveyed comments from the SHA, in hopes of expanding the discussion in the final report.

SHT: K. Kang's term expired on April 30, as did the terms of all but two other Trustees. S. Cusolito reported that at its May 7 meeting, all those with expired terms expressed an interest in continuing to serve and the Trust noted it will begin active recruitment of new members. A. Lepak reiterated her willingness to serve when the MPSC work is completed. S. Cusolito will follow up with T. Layden to determine her level of interest and availability to serve.

The SHT voted to commit \$20K in awarded CPA funds for COVID-19 emergency rent relief. The program is being developed and will be overseen by the RHSO. The only qualifying SHA property is the Willis Lake LIP unit, as all other units are already subsidized. The Board could also consider offering rent relief to this or other households utilizing awarded CPA funds.

## **OPEN FORUM**

T. Vitvitsky noted that the Town election is now scheduled for June 23 and that voters are encouraged to request absentee or mail-in voting options.

## **UNFINISHED BUSINESS**

**Capital Projects Update:** Previously discussed.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

S. Cusolito is attending weekly calls with DHCD, as well as weekly calls with Town community support providers. Through the latter, SHA has received donations of hand-made masks and sanitizer, as well as connected with musicians interested in socially distanced outdoor performance for Village residents.

The DHCD reported that there is no longer a plan for the National Guard to perform on-site COVID-19 testing for LHAs.

The RCAT distributed an outline of an emergency plan, should small LHAs lose staff members. SHA has a dated emergency plan that does not specifically cover loss of staff.

**Vacancies:** After delays by SMOC in transferring the Greenwood Rd resident to the unit on Landham Rd on March 1, occupancy on May 1 was delayed by an inability to arrange in-house installation of internet

service by either Comcast or Verizon. Both companies expect to resume installations following the Governor's May 18 anticipated announcement of reopenings. The resident is working remotely and has children participating in the on-line school programs.

The unit on 43 Great Rd is nearly complete; however, the screened applicant was ultimately disqualified. The nearly complete 667 unit will house an emergency applicant. An applicant for the unit that will be vacated at the end of this month has already been screened and accepted the unit.

Evictions: No pending actions due to the COVID-19 moratorium; however, DHCD advises heightened vigilance, given reports of increased non-compliance.

A second significant law enforcement event occurred at unit on Fairbank Circle. Neither person of interest is a tenant of the SHA.

Maintenance: Vacancy work has been prioritized. Routine work outside of preventive and scheduled maintenance has been suspended until further notice; only emergency repairs are being executed within occupied units.

## **ADJOURN**

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the May 12, 2020 Regular Session and move to Executive Session for the purpose 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