

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

September 8, 2020

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

Minutes: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve, without release, the minutes of the April 14, 2020 Executive Session as amended.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the following meetings: June 10, 2020 Regular Session; June 10, 2020 Executive Session, without release; June 23 Special Session, as amended; July 9, 2020 Joint Session, Sudbury Housing Trust.

A motion was made by T. Vitvitsky, seconded by S. Swanger, and unanimously voted, to approve the minutes of the July 14, 2020 Regular Session.

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

NEW BUSINESS

Board Member Elections: Tabled.

FYE21 Q1 Financial Report: A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to accept the FYE21 Q1 Financial Report.

S. Cusolito will follow up with the fee accountant concerning New Duplex utility costs.

Capital Improvement & Annual Plans: The CIP will be incorporated into the newly required Annual Plan. The CIP will be discussed with RCAT on September 17.

S. Cusolito noted that the multi-site paving project and Village fire alarm system continue to be pushed further out. She reported on some other capital work that is required, including a 705 vacancy, for which funding might be available, and a conversion of the greenhouse to office space, funding for which can be spread across all programs.

Performance Management Review: The modified, remote PMR occurred on August 24. The SHA was commended for receiving no findings on the administrative portion in either of the last two years. S. Cusolito requested assistance with best maintenance practices, which will be scheduled by DHCD Facilities Maintenance personnel.

Annual Town Meeting: A. Lepak will comment on Article 38, Inclusionary Zoning. S. Cline will speak on behalf of the SHA on its CPA funding request, which is on the consent calendar. The meeting is scheduled for September 12.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the July 14, 2020 Regular Session, including COVID-19 phased reopening and additional funding available for Covid-related modifications to office space and maintenance protocols.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to extend the closure of the Community Room, kitchen, and lobby until October 13, at which time the closure will be reassessed.

At its June 10, 2020 Regular Session, the SHA Board voted to remain closed to the public at least until September 1, 2020. The SHA offices were opened on September 1; however, other than staff, entry is discouraged. A courtesy window was installed in the administrative office. Maintenance began work in occupied units for deferred inspection work.

Liaison Reports:

CPC: The deadline for submitting proposals for FY22 proposals is October 9. S. Cline provided S. Cusolito a copy of the Town's CPA grant agreement that will be executed if Article 46 passes at ATM. S. Cusolito is preparing the two CPC annual reports, due October 15.

Commissioners agreed by consensus that SHA will not submit a FY22 funding proposal.

MPSC: The Committee discussed the draft implementation plan on August 27. A. Lepak's continues to advocate for by-right construction of duplexes on single lots as part of infill housing. The draft is expected to be finalized in September.

SHT: S. Cusolito will attend the Trust's September 10, 2020 meeting and will communicate that SHA will not submit a CPC fund proposal.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Reopening Plan: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to continue the closure of SHA's community room and kitchen and to revisit this measure at its October 13, 2020 Regular Session.

S. Cusolito noted that some residents and their caregivers continue to ignore social distancing and mask-wearing practices, particularly in the residential building hallways and laundry room, but that most residents are complying without issue. She cited staff capacity to expand the disinfection protocols, as well as the significant number of surfaces and objects in the community spaces, with no ability for temporary storage, as the primary reason for the request. Moreover, at present, with the addition of RSC L. Abraham to the staff, the SHA has had to make use of the community room for office space.

The SHA offices formally reopened on September 1. Maintenance resumed non-emergency work in occupied units on September 1, primarily addressing deferred work orders.

Sudbury Foundation Award: S. Swanger reached out to MHP for technical assistance in developing a scope of services for the feasibility study proposal. S. Cusolito spoke with MHP Acting Director of Community Assistance, Laura Shufelt, who opined that the funds received from the Sudbury Foundation, combined with the \$10,000 from the SHA is not sufficient to study the number of sites proposed; however, there are additional funds available through MHP. Ms. Shufelt will follow up with DHCD to confirm the SHA's project qualifies for the additional funding. MHP has a firm under contract that could assist in developing a bid proposal. S. Swanger expressed some concern that MHP's involvement might slow the process and that it would not be tailored to SHA's needs.

Although in July, Commissioners agreed by consensus that the studies be initiated, followed by abutter notification for those sites where development is deemed feasible, S. Swanger considers it imperative to meet with abutters as early as possible in order to provide an opportunity for abutters to be heard. The mechanism—indoor or outdoor—would be dependent on timing. S. Cusolito will obtain abutter lists and follow up with MHP, particularly for assistance with community outreach.

Capital Projects Update: FISH 288053, 667 Site Improvements: the contractor is scheduled to install replacement plantings this month.

FISH 288064, 667 Utility Cable Project: the underground testing is anticipated to occur this week.

FISH 288066, 667 Hood Ventilation: BLW engineers were on site on September 4 to examine existing conditions.

DIRECTOR'S REPORT

The cash receipt report was presented.

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

Training: Annual Plan training is scheduled for September 10.

RSC: Lauren Abraham, LICSW, started on September 8 as the SHA's first Resident Service Coordinator. She most recently served in Boxborough as the combined Council on Aging/Community Services Director.

Vacancies: The 705 unit on Fairbank Circle will be taken offline for renovation, following a twenty-year tenancy. The resident took advantage of a rent-to-own opportunity in Fitchburg. The unit may be offered the resident of Willis Lake. A 667 resident recently purchased a home, vacating a unit that needs significant work, including repair to its air-source heat pump. A second 667 unit will be vacated sometime in October. Several current residents are on a wait list to transfer to these first-floor units, which will double the vacancy numbers. Two New Duplex units are ready to house new tenants.

Evictions: None possible because of moratorium; however, part of the August 24 PMR discussion focused on a 705 household that continues to be out of compliance with income reporting and timely recertification response, despite repeated efforts on the part of SHA to assist the family.

Maintenance: In addition to vacancy work, deferred inspection work orders are being addressed, combined with a health & safety inspection on each unit.

Not on the Agenda: A. Lepak reported receipt of a hand-written note from a 705 tenant wanting to discuss several concerns, referencing maintenance. S. Cusolito noted that there is a specific grievance procedure tenants are aware of and must follow and that it is inappropriate for the Board to address the matter at this point. A Lepak will inform the resident.

ADJOURN

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to adjourn the September 8, 2020 Regular Session. The time was 6:00 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky

Minutes prepared by S. Cusolito, Executive Director