

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

December 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

Also Present: Resident P. Brown

**Minutes:** A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to approve the minutes of the November 10, 2020 Regular Session.

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

The Q2 Formula Funding report was presented.

The SHA received its FY24 Formula Funding award letter. The award, \$110,735, is based on the expired components identified through the recent Facilities Condition Assessment (FCA). Future award cycles will be made on a five-year cycle to coincide with the FCA.

### **NEW BUSINESS**

**Annual Plan Public Hearing:** S. Cusolito presented an overview of the Annual Plan. Primary components include the Capital Improvement Plan, Maintenance Plan, Operating Budget, PMR, and Tenant Survey results. No members of the public were present and no public comments were received. Commissioners were impressed with the overall positive tenant survey, conducted in Fall 2019.

The Capital Improvement Plan includes the 48 Fairbank Circle vacancy rehab, currently estimated at \$66K and currently slated to be covered by reserves. The kitchen ventilation project is newly added. The \$147K in sustainability funding is insufficient to cover the costs of even the least expensive option (through wall fans), leaving at least a \$30K gap to be funded through reserves.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the FYE22 Annual Plan as presented.

**400-1 Property Insurance:** A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the 400-1 annual property insurance premium, totaling \$13,600.

The DHCD notified LHAs via PHN 2020-37 of a 35% increase in premium, due to losses within the portfolio state-wide and a reduction in the number of carriers willing to insure.

**Public Housing Administration Notices:** S. Cusolito provided a link to those Notices published since the November 10, 2020 Regular Session, including guidance on the addition of CHAMP-related criteria to the PMR.

### **Liaison Reports:**

**MPSC:** The Committee has not met recently.

SHT: The SHT and SHA will hold a joint meeting on December 10 to discuss the Boy Scout property on Nobscot Road.

CPC: The second public hearing on FY22 funding requests occurred last Wednesday, with deliberations scheduled to begin next Wednesday.

## **OPEN FORUM**

No comments.

## **UNFINISHED BUSINESS**

**Board Member Recruitment**: S. Cusolito will follow up with Kelly Wennik, who attended the November 10 meeting to gauge interest in joining the Board. The ad was also circulated to the 22-member St. Vincent de Paul board. T. Vitvitsky will inquire of the Town Democratic Committee membership. S. Swanger will reach out to the League of Women Voters and the Clergy Association. Other recruitment might occur through the Chamber of Commerce and a notice in the *Crier*.

**MHP Grant, Feasibility Site Visit**: Representatives from MHP and its contracted engineering firm met with S. Cusolito and S. Swanger on November 20. Sites visited were DPW, Frost Farm, Broadacres, Sewataro/Haynes Road, and the Nobscot Boy Scout property. The latter was toured in the morning with the SHT and Town officials. The most promising site in MHP's view is the DPW site. Additional information on DPW, Frost Farm and the Scout property. Both Broadacres and the Scout property were viewed as likely limited to the existing footprint of impermeable surface.

S. Swanger expressed some frustration with the timeline along which the project is proceeding and requested some follow-up to get moving on assessments.

Resident P. Brown commented on the commitment made by the Board of Selectmen to work with abutters through the development process. The commitment arose as part of the 2013 ATM discussion of the Maynard Farm Road development.

During a conversation with DPH Director Bill Murphy about the status of the Frost Farm septic system, the property at 29 Stone Road was mentioned for an imminent condemnation/tax taking. Director Murphy advised it is likely too early to express interest, recommending instead to allow the property to go through the legal process.

SHA received outreach from a workforce housing development firm. S. Swanger expressed interest if a follow-up phone conference is scheduled. The outreach will be shared with the SHT to determine if it has any interest in learning more.

**Capital Projects Update**: As discussed within the Annual Plan. T. Vitvitsky added that perhaps the hood ventilation project should only be pursued on the first-floor units and include both through-wall fans and hoods.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

**WestMetro HOME Consortium**: The public hearing on impediments to fair housing occurred Monday evening.

**St. Vincent de Paul**: S. Cusolito met by phone with representatives of both the St. Anselm and Our Lady of Fatima chapters to discuss partnering to assist residents proactively.

**SHALIP Unit**: S. Cusolito asked the Board to consider its willingness to house a resident whose income is found to exceed the maximum allowable limit. Continuing to house such a tenant would remove the unit from the Town's Subsidized Housing Inventory. Based on some challenges with the existing tenancy, at a

minimum, some policies around annual recertification and rent collection will be developed for review in January.

Vacancies: Two 667 units are undergoing turnover, with a third slated for the end of December. A lease for another 667 unit was recently signed.

Evictions: No actions pending.

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

## **ADJOURN**

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the December 8, 2020 Regular Session. The time was 5:30 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky

Minutes prepared by S. Cusolito, Executive Director