

SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

October 14, 2020

The SHA met by remote participation open session at 1:00 p.m. Those present were: Chair: A. Lepak; Vice Chair: S. Cline (until 3 p.m.); Treasurer: S. Swanger; Member: T. Vitvitsky; Executive Director: S. Cusolito

EXECUTIVE SESSION

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to adjourn the Regular Session and move to Executive Session for the purpose of discussing potential litigation, as to do so in open session might compromise the position of the housing authority. The time was 1:05 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T Vitvitsky

The SHA resumed its open session at 1:20 p.m.

Minutes: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the September 8, 2020 Regular Session as amended.

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

The July 2020 financial report was presented.

NEW BUSINESS

Policy Updates: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the SHA Emergency Maintenance Policy as presented.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the SHA Preventive and Scheduled Maintenance Policy & Practices as presented.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the following family housing policies as presented/amended:

- Lock-Out Charge
- Swing Set/Gym Set
- Grill Use
- Fireplace, Fire Pit & Portable Heater (new)
- Smoking
- Painting

A motion was made by S. Swanger, seconded by S. cline, and unanimously voted, to approve the following Musketahquid Village housing policies as presented/amended:

- Lock-Out Charge
- Grill Use
- Fireplace, Fire Pit & Portable Heater (new)

Smoking
Painting

Board Member Recruitment: S. Swanger circulated an announcement of the opening to both the Clergy Association and the League of Women Voters. S. Cusolito announced the opening to both the SHT and a Town-wide COVID-19 Community Resources group. Kelly Wennik, who was referred by former Commissioner K. Kang, will attend the November 10 meeting. Word from Town Counsel on the term requirements is pending.

MHP Award Letter: On September 18, SHA received an anticipated award letter from MHP, dollar amount unspecified. The funds will augment the Sudbury Foundation feasibility study funds. The site visit is scheduled for October 30.

CPC Annual Reports: The annual reports, due October 15, were presented.

VOCR, Unit 11: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to forgo asking the Town to transfer it ROFR on VOCR, Unit 11.

The Town received notice on October 1 that the affordable unit will be sold and inquired if the SHA would like to request the Town transfer its ROFR to SHA. The sale price is \$227,290. Last year, at the SHA's request, the Select Board voted to transfer the ROFR on another unit; however, to SHA subsequently found the condominium Trust documents too restrictive to pursue an acquisition.

LIP Audit, Updated Marketing Plan: The biennial audit was conducted remotely this year, involving only some follow-up questions related to the likely marketing of the unit this fall. Given that a new tenancy is expected, the request to update the monthly rent to the 2020 rate of \$2,246 (\$2,406 less \$160 utility allowance) was approved. The marketing plan, which follows c. 40B guidelines, must be approved by both the Town and DHCD

Agreed Upon Procedures (AUP): PHN 2020-17 was amended to extend the AUP deadlines. SHA's extended due date is 2/28/2021, with training on the newly implemented online platform is upcoming.

ASHP Energy Credit Proposal: SHA was recently solicited by Hampshire Power to apply for Hampshire to sell its credits generated by the most recently installed heat pumps. The submission deadline is November 15. Based on rough numbers, the SHA would receive a one-time payment of approximately \$9,700.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the September 8, 2020 Regular Session, including the FYE 22 budget guidelines.

Liaison Reports:

CPC: The first meeting is scheduled for October 21.

MPSC: The Committee has not met recently; however, the second volume of the draft is in circulation.

SHT: The SHA voted to request a 15% allocation of CPA funds in the upcoming FY22 round. Renewals of the COVID-19 emergency rental assistance are underway, with no new applications received. In contrast, Trustee J. Riordan reported a significant increase in requests received by St. Vincent de Paul. The Trust will consider another funding round, possibly expanded to include other costs, in the next few months. State Representative/Trustee C. Gentile requested \$150,000 for the SHT in the bond bill.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Reopening Plan: A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to continue the closure of SHA's community room and kitchen until further notice.

Most housing authorities remain closed, including offices.

Capital Improvement & Annual Plans: The CIP will be incorporated into the newly required Annual Plan. The hearing date is scheduled for December 8, which is the regularly scheduled board meeting.

A revision to the current CIP was approved, to include the 705 vacant unit rehab.

ATM Results: Both measures of particular interest to SHA, inclusionary zoning and the SHA's CPA fund request, were approved without issue.

Capital Projects Update: FISH 288053, 667 Site Improvements: the contractor did not install the replacement plantings.

FISH 288064, 667 Utility Cable Project: the underground testing, anticipated for early October, has not been scheduled.

FISH 288066, 667 Hood Ventilation: BLW engineers prepared a plan, currently under review with DHCD, for through-roof ventilation.

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: S. Cusolito will attend training on Invitation For Bids October 20 for final credits to requalify for the MCPPO designation. S. Cusolito and S. Bonney will attend Middlesex County Retirement System employer training on October 21.

Vacancies: The 667 units will be vacated in the next couple of weeks, adding to the two current vacancies. The unit at 43 Great Road was leased to a family of three that will soon include a second child. The unit at 19 Greenwood remains vacant.

Evictions: The SHA is considering an action against a 705 family for multiple violations.

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

ADJOURN

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to adjourn the October 14, 2020 Regular Session. The time was 3:10 p.m.

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky

Minutes prepared by S. Cusolito, Executive Director