

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

January 12, 2021

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 (4:10 p.m.); Member: T. Vitvitsky; Executive Director: S. Cusolito

Minutes: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the December 8, 2020 Regular Session and the minutes of the December 10, 2020 Joint Session with the Sudbury Housing Trust as amended.

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

The October and November 2020 financial reports and the Q1 Formula Funding report were presented.

The SHA received notification that its Capital Improvement Plan (CIP) was approved.

NEW BUSINESS

Annual Town Election/Board Member Recruitment: The tenant board member appointment process is slated to be signed by the Governor very soon. Town Counsel advised that only one position—the remaining two-year term resulting from T. Layden’s resignation—needs to appear on the ballot. The Select Board is slated to approve the position for the ballot at its January 12, 2021 meeting. The term expiring on May 31, 2021 that is currently held by T. Vitvitsky will be held open for the tenant board member appointment. S. Swanger will draft an article for the *Crier* to publicize the opportunity to join the board.

2021 Meeting Schedule: A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the SHA Board of Commissioners meeting schedule as presented.

The Board will continue to meet on the second Tuesday of the month at 4:00 p.m. Meetings will be conducted virtually until further notice.

Energy Services Contract Amendment: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to amend the terms of the contract with Direct Energy to include change from dual to consolidated billing through Eversource at a rate increase of \$0.001.

Single billing is required for the anticipated participation in net meter credit programs that will garner utility cost savings for SHA.

Snow Removal Policy: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the snow removal policy.

The policy applies to Musketahquid Village only and attempts to summarize current practice.

FYE21 Budget Revision: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the FYE21 Budget Revision as presented.

The revision includes the projected expenditures for the RSC grant-funded position; the \$5K technology funds; the \$26K COVID relief funds, received in September and now extended for expenditure until December 31, 2021; and the \$16K (\$200/unit) in extraordinary maintenance funds. Technology and extraordinary maintenance funds were awarded by the State.

According to SHA's accountant, because of the pandemic, the DHCD is not focused on adjustments to budget categories to within 10% of actual expenses, as is typically required.

ED Contract Renewal/Personnel Policy: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to sign, with reservation, the contract of employment between Executive Director Sheila M. Cusolito and the Sudbury Housing Authority and the contract cover sheet for a term of one year, commencing on April 1, 2021 at an annual base salary and staff hours held by DHCD directive at \$62,505 and 26 hours/week; and to authorize carryover of an additional one year of vacation; and to authorize A. Lepak to draft a letter addressed to the Department of Housing and Community Development to accompany the contract, to express opposition to its signing, given the Sudbury Housing Authority's fundamental disagreement with the DHCD's interpretations of its authority regarding the ED contract.

No changes were incorporated to the one-year contract approved by DHCD that will expire on March 31; however, vacation carryover, as outlined only in a memo from DHCD dated July 19, 2019, was specified.

S. Cusolito requested carryover of the additional vacation time that went unused owing to the pandemic, proposing to work four-day weeks. Discussion of the cap on sick time accrual of 120 days, which is not imposed by DHCD, and the addition of Juneteenth as an SHA holiday, were not discussed.

SHALIP Program Updates: Two policies were drafted at the recommendation of DHCD. The SHA's current rent collection policy does not align with the requirements of the LIP program, resulting in a revision that applies only to the SHALIP program. Also recommended was a policy to outline the requirements for annual recertification that includes the Board's position that the unit should be utilized to house income-qualified households only and that the unit remain eligible for inclusion on Sudbury's Subsidized Housing Inventory. The policies will be further revised and considered for a vote at the February 9, 2021 meeting.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve submission of a request to increase the monthly rent to the maximum permitted by both the Town and the State.

S. Cline noted the SHA's dual interest in housing those in need and maximizing its assets for additions to the LIP program. The SHA has held the rent at the 2016 level, only recently increasing it to the previously approved 2018 level. The state did not permit rent increases in 2020 due to the pandemic and there's been no word to date about 2021.

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

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the December 8, 2020 Regular Session, including guidance on staffing should the ED or all SHA staff be unable to work. A questionnaire with contact information for alternate staff must be filed with DHCD.

Liaison Reports:

MPSC: Largely positive comments were received on the housing strategies portion of the Master Plan draft; although A. Lepak had encouraged consideration of zoning to allow for multi-family housing only considered for Route 20 in the current Plan.

SHT: A. Lepak will attend the January 14, 2021 meeting.

CPC: S. Cline reported that the CPC will vote at its next meeting on the Town's request for funds to update its Housing Production Plan, as well as the SHT's request of \$388,500 to be split for use for emergency rental assistance and unit buy-down. Additional information on the split was requested.

Department Head Meeting: S. Cusolito attended the Town Department Head meeting at which the Boy Scout property on Nobscot Road was discussed. The Fire Department provided some points to consider in terms of bedroom counts/need for sprinklers and turn-around space, but otherwise, there were no major concerns expressed. Subsequently received was confirmation that the water line runs to the property along Nobscot Road.

OPEN FORUM

T. Vitvitsky reported on a visit to the Village by Select Board candidate Lisa Kouchakdjian. There are three candidates, including incumbents Janie Dretler and Dan Carty, for two seats.

UNFINISHED BUSINESS

Feasibility Study: MHP's engineering firm, Bohler, submitted a feasibility scope of work for the DPW site. MHP noted constraints on development at Frost Farm due to septic limitations, suggesting it could support 4-5 bedrooms. MHP does not see a role for it in determining site feasibility of the Boy Scout property, due to significant limitations; however, they could be involved with subsequent financial feasibility.

SHA will request proposals for Frost Farm and its four 705 single-home lots. S. Swanger will provide an update to the Sudbury Foundation.

Capital Projects Update:

FISH 288067, 705 Vacant Unit Rehab: The architect viewed the unit on January 11.

DIRECTOR'S REPORT

The cash receipt report was presented.

Alternative Energy Credits: The DOER approved the SHA's application. A check is expected in February.

Annual Plan: DHCD completed its review.

AUP: Slated to begin this month.

Resident Service Coordinator Annual Report: The first annual report is due by the end of the month.

MCPPO Designation: S. Cusolito completed requirements to renew her Massachusetts Certified Public Purchasing Official designation and has submitted the application to the Office of the Inspector General.

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.

Vacancies: Three 667 units are undergoing turnover, with one to be leased starting within the week. CHAMP-related challenges have begun to affect tenant selection timelines.

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 as required.

ADJOURN

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the January 12, 2021 Regular Session. The time was 6:25 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky

Minutes prepared by S. Cusolito, Executive Director