

## SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD  
SUDBURY, MASSACHUSETTS 01776  
director@sudburyha.org

PHONE: 978-443-5112  
FAX: 978-443-5113

SHEILA M. CUSOLITO  
Executive Director

### MINUTES OF THE REGULAR MEETING

May 11, 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; Member: T. Vitvitsky; Member: J. Cowan; Executive Director: S. Cusolito

**Minutes:** None.

**Financials:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the checks written in April 2021.

The March 31, 2021 quarterly MOD report was presented.

### **NEW BUSINESS**

**FYE21 Year-End Report:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to restrict \$50,000 in SHA 4001 reserves for extraordinary maintenance above that budgeted.

The SHA had a strong close to its fiscal year, with its fee accountant recommending a vote to restrict \$50K for additional extraordinary maintenance.

Commissioners asked why administrative salaries were so far off budget, as well as rents for the 4001 account. S. Cusolito will follow up about the salaries and surmised the projection on rents might have been too high.

**FYE21 Year-End Certifications:** A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to certify that the Sudbury Housing Authority is in compliance with the following: EPA regulations 40CR745 Subpart F; MA Department of Public Health regulations 105CMR460.725; EPA regulations 40CMR745 Subpart E; MA Division of Occupational Safety regulations 454CMR22.00.

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to certify both the Top Five Compensation Form and the Financial Statements and Tenants Accounts Receivables Application Data for the 4001 program.

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the FYE21 financial statements for the New Duplex and SHALIP programs.

**Board Member Elections:** A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the slate as presented: Chair: S. Cline; Vice Chair: S. Swanger; Treasurer: T. Vitvitsky; Member: J. Cowan; Member: A. Lepak.

At its April 27, 2021 meeting, the Select Board made an interim appointment of Commissioner-elect J. Cowan at the request of the SHA.

**OPEB Report:** The report covers March 31, 2021 and March 31, 2022 using a valuation date of April 1, 2020, projecting retiree benefits, excluding pension.

**Cellular Service Contract:** A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to opt in to the Commonwealth of Massachusetts Statewide Contract ITT72, and to authorize S. Cusolito to execute the Agreement.

The statewide contract under which cellular voice and data service was previously purchased is expiring and being replaced by ITT72.

**Unit Inspection Contract:** S. Cusolito asked the Board to consider hiring a third party to perform annual unit inspections, given the current staffing shortfall and an interest in receiving input on SHA inspection practices from a third party. After some discussion, Commissioners agreed to hiring a contractor, provided the inspector is accompanied by one SHA employee and includes all required compliance checks.

**Revised Income Limits & FMRs (PHN 2021-06):** A motion was made by T. Vitvitsky, seconded by J. Cowan, and unanimously voted, to accept the HUD revised income limits for admission and fair market rents (FMRs) for continued occupancy, effective retroactive to April 1, 2021.

**Public Housing Administration Notices:** S. Cusolito provided a link to those Notices published since the April 13, 2021 Regular Session, including guidances on a data tool that will aid LHAs in attaining affirmative action goals and for reopening when the state of emergency is lifted.

#### **Liaison Reports:**

**Nobscot Development Subcommittee:** Five responses to the RFP for engineering services were received by the deadline and one response was received thereafter. Two of the subcommittee members will interview the top two respondents.

A review of the easements on abutting properties verified they continue to be valid.

A. Lepak reported that additional funds are required from both SHA and SHT to fund the feasibility work, given responses in the range of \$36-\$40K. A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve an additional expenditure of up to \$15K for the 67-73 Nobscot Road feasibility study.

The subcommittee is scheduled to meet next on May 27.

S. Swanger commented that a subcommittee might also best review the responses to the SHA's RFP for engineering services. Three responses were received, with widely ranging costs and some variability in expertise and covered services. T. Vitvitsky and J. Cowan volunteered to work with S. Swanger, who will reach out to former Commissioner K. Kang for review assistance.

#### **OPEN FORUM**

T. Vitvitsky attended the small LHA roundtable at the recent virtual NAHRO conference. Approximately 20 individuals participated. She reported on three main topics: discontinuation by several LHAs of COVID cleaning protocols; a report of two evictions and the use of mediation in two other instances for violations of smoking policies; challenges experienced in hiring or retaining social workers to serve as resident service coordinators.

J. Cowan asked about the timeline for reopening SHA's Community Room. The SHA is targeting the end of June, pending office space reconfiguration and is also reducing daily disinfection practices to one time per day during the week.

S. Cline reported on an opening on the CPC for an at-large member.

## **UNFINISHED BUSINESS**

**Feasibility Study:** Vide supra.

**Tenant Board Member:** Upon the advice of Town Counsel, the Select Board voted to place one SHA seat on the ballot, that vacated by T. Layden. Guidance was subsequently published by DHCD on appointing the tenant board member. Last year, SHA tenant T. Vitvitsky, the only tenant who has expressed interest in the role, was appointed by the Select Board to complete the final year of the seat held by K. Kang. That seat will then become the tenant board member seat when the term expires at the end of this month. DHCD advised SHA to announce the availability of the seat to all tenants. Interested parties have a 30-day window (ending May 25) to apply, after which the Select Board will make an appointment. SHA will request that the matter be taken up by the Select Board at its June 1 meeting.

**Miranda Memorial Donation:** A follow-up letter accompanied the replacement donation check from Sharon Miranda. The donation in memory of her brothers Marc and former SHA Commissioner Douglas was accepted with appreciation at the SHA's April 11, 2021 Regular Session.

### **Capital Projects Update:**

FISH 288069, 21 Great Lake whole-house heat pump: The engineering site visit is scheduled for May 10.

FISH 288068, attic insulation for all state units: a DHCD architect has been assigned.

FISH 288067, Fairbank Circle vacancy rehab: The low-bid contractor has been notified of the contract award; however, there has been no movement toward a Notice to Proceed.

FISH 288066, 667 kitchen ventilation: DHCD approval used terms that were not in line with the drawings. Updated drawings are expected end of the week. Clarification to align the DHCD and engineering firm's terminology and the final product has been requested.

FISH 288064, 667 utility cable replacement: GPR (x-ray) survey for installation of Eversource equipment occurred on Friday. Eversource confirmation that its equipment will fit in the areas defined is pending. The electrical contractor, Elm, may have to bring in significant soil to build the area up and also encase the wiring in concrete to protect it from being too close to other wiring. These steps are expected to increase costs via Change Orders.

FISH 288053, 667 landscape: The contractor has not followed up on installing the replacement plantings that were expected to arrive last week.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

Staffing: S. Cusolito and Acton HA ED K. Cronin are reviewing applicants for the joint wait list manager position. Very few applications were received for this position, while the administrative & bookkeeping position attracted nearly 200 applicants.

Vaccine second-dose clinic: The second clinic was held mid-April, with significant positive feedback from residents.

Staff meet & greet: Staff were invited to the SHA's June 8, 2021 Regular Session, which was rescheduled for 1:00 pm to coincide with staff work schedules. Commissioners wish to resume in-person meetings.

Management training: S. Cusolito is enrolled in a multi-day training offered through Nan McKay starting June 15.

Net meter credit purchases: A phone conference with one of two companies offering credits will be scheduled for a time when Commissioner J. Cowan can participate.

Vacancies: The single vacant unit at the Village is at the offer stage. An informal notice to vacate was recently received from another Village resident.

Evictions: None pending

Maintenance: Staff is responding to emergency and routine work orders, as well as continuing with a modified COVID disinfection routine. A new storage garage is under construction. Annual unit inspections will commence pending identification of an inspection contractor who meets the Board's criteria.

## **ADJOURN**

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to adjourn the May 11, 2021 Regular Session. The time was 6:08 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky