

SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

April 13, 2021

The SHA met by remote participation open session at 4:15 p.m. Those present were: Chair: A. Lepak; Vice Chair: S. Cline; Treasurer: S. Swanger; Member: T. Vitvitsky; Executive Director: S. Cusolito
Also Present: SHA Commissioner-elect Janet Cowan, Select Board Member Jennifer Roberts, Resident Pat Brown

Minutes: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the minutes of the February 9, 2021 and March 9, 2021 Regular Sessions.

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

The February 2021 Financial Report was presented.

The FYE22 budget was erroneously assigned to FYE21; hence, has not been reviewed to date.

NEW BUSINESS

Miranda Memorial Donation: A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to accept with thanks a donation \$30.00 from Sharon Miranda in memory of her brothers: Marc and former SHA Commissioner Douglas.

Staff Meet and Greet: S. Swanger expressed interest in meeting SHA staff and hearing their perspective on their work. To accommodate staff schedules, the July meeting will be scheduled for 1:00 pm. Commissioners prefer to meet in person if possible.

Capitalized Equipment Purchase: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the purchase of a zero-turn mower, quoted by Norfolk Power Equipment at \$3,569.

A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to approve the purchase of multi-function (plow, sweeper, mower, ice-melt drop) skid at a cost not to exceed \$30,431.

Both items will replace the existing tractor, purchased in 2003 and quoted by Norfolk for a \$5,000 trade-in value. The multi-function skid lead time is not known; however, it cannot be purchased until the FYE22 budget is approved.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the March 9, 2021 Regular Session.

Liaison Reports:

MPSC: The Steering Committee will conduct its final meeting on April 28.

Nobscot Development Subcommittee: There has been some contact with immediate abutters.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to appoint Tania Vitvitsky to the Nobscot Development Subcommittee.

The SHT recently appointed a third Trustee to the Subcommittee.

OPEN FORUM

Select Board Member Jennifer Roberts stated that the Select Board might be able to appoint SHA Board Member Janet Cowan at its April 27 or May 4 meeting.

UNFINISHED BUSINESS

Feasibility Study: Hancock Associates submitted a proposal for engineering services. Outreach to additional firms is in process.

Capital Projects Update:

FISH 288067, 705 Vacant Unit Rehab: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, with reservation, to approve the lowest responsive bid from Eagle Eyes Contractor, Inc. for \$39,000 for FISH 288067, 705 Vacant Unit Rehab.

The SHA received four responses to the advertisement, two in the budgeted \$40K range and two in the \$80K range. DHCD expressed some concern on the low-bid contractor, based on performance on another project. SHA has requested an update.

FISH 288066, 667 Kitchen Ventilation Project: was expected to be in the bidding phase by this time.

FISH 288064, 667 Utility Cable Project: SHA reiterated its request to have the project completed this Spring.

Sustainability Award: 21 Great Lake Drive qualifies for funding to replace the heating system with a whole-house heat pump. The project would be overseen by RCAT, with a site visit scheduled for April 13.

DIRECTOR'S REPORT

The cash receipt report was presented.

Vaccine Clinic: The second-dose clinic is scheduled for April 15.

Diversity, Equity & Inclusion Commission: One of SHA's family residents has been appointed to the Commission.

NAHRO Conference: The conference is scheduled for April 14 and 15. A group registration will allow any staff or board member to attend.

Staffing: The wait list administrative position will be advertised as a joint position with Acton Housing Authority. It's hoped that the role will cover occupancy as well. S. Bonney will continue to assist with the bookkeeping until the position is filled.

Massachusetts Certified Public Purchasing Official (MCPPO): S. Cusolito's completed the requirements to renew the designation for another three years.

Vacancies: A lease was signed on one of two vacant 667 units. It is anticipated that the SHALIP unit will be vacated without 30-day notice and without payment of rent.

Evictions: No actions pending.

Maintenance: All FYE21 inspection work orders are complete. FYE22 inspections have not yet been scheduled.

EXECUTIVE SESSION

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the April 13, 2021 Regular Session and enter into Executive Session for the purpose of discussing ongoing litigation, for to do so in open session might compromise the position of the SHA. The time was 5:45 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky