

SUDBURY HOUSING AUTHORITY

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

SHEILA M. CUSOLITO
Executive Director

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

MINUTES OF THE REGULAR MEETING

August 10, 2021

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 p.m. Those present were: Chair: S. Cline; Vice Chair: S. Swanger; Treasurer: T. Vitvitsky; Member: J. Cowan; Member: A. Lepak; Executive Director: S. Cusolito

Minutes: None.

Financials Approvals: A motion was made by S. Swanger, seconded by J. Cowan, and unanimously voted, to approve the checks written in July 2021.

NEW BUSINESS

FYE22 Q1 Report: The FYE22 Q1 report was presented.

FYE22 Q1 TAR: Not presented.

FISH 288068 667, 705 Attic Insulation Upgrade, Work Order Approval: A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to approve the design fee proposal from Leonardi Aray Architects for FISH 288068, Attic Insulation, in the amount of \$14,610, and to authorize S. Cusolito to sign on behalf of the Sudbury Housing Authority.

The purpose of the project is to bring the insulation to current code, R49. Project Costs are estimated at \$97,750.

Board Member Assignment: Assistant Treasurer: A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to appoint J. Cowan as Assistant Treasurer of the SHA Board of Commissioners.

All Commissioners remain signers on designated financial accounts.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the July 13, 2021 Regular Session, including CHAMP criteria for the PMR.

Liaison Reports: No reports.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

67-73 Nobscot Road Memorandum of Agreement: The MOA has been fully executed.

Feasibility Study: Site work on the 705 sites is slated to start this week. The Agreement from the Town for access to Frost Farm was submitted to Hancock for signature.

Capital Projects Update:

FISH 288069, 21 Great Lake whole-house heat pump: written notice to vacate was provided by the tenant, which will allow the project to proceed on a vacant unit. The DHCD has not responded to a request to evaluate rehab costs versus redevelopment costs, beyond providing estimate for rehab at other housing authorities. The project is ready to advertise with ductless systems replacing the whole-house heat pump in the original proposal.

FISH 288068, attic insulation for all state units: As discussed under Work Order Approval.

FISH 288067, Fairbank Circle vacancy rehab: On-site work has begun, with an anticipated completion in September.

FISH 288066, 667 kitchen ventilation: construction documents have been revised based on clarifications sought by SHA, but the revisions have not been received by DHCD.

FISH 288064, 667 utility cable replacement: a new Eversource project manager has been assigned. The target for project completion is September.

FISH 288053, 667 landscape: SHA has discontinued pursuing the contractor for replacement plantings.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report for June and July was presented.

Reopening: SHA continues to recommend masking, particularly in indoor common areas.

CHAPA Community Partnerships Q&A: An initial appointment is scheduled for August 27 to explore how the program might assist with rallying community support for anticipated development efforts.

Staffing: Interview scheduling for two open administrative positions is underway.

Performance Management Review (PMR): SHA is awaiting confirmation that the audit will be scheduled this month.

SHERA: Payment on behalf of three tenants, totaling \$4,941, has been received. Additional applications are anticipated.

Tenants' Organization: There is some interest at the Village in forming an official LTO. RSC L Abraham is facilitating/providing support on behalf of SHA administration; however, the small group of tenants who are initiating the efforts have preferred to work independently.

Contracts: contracts for gutters, power washing, duct cleaning, unit inspection, vinyl flooring installation, additional grounds-work at the Village and fire alarm repair are ready to commit to or in place.

Vacancies: The 667 unit vacated in early July was offered to an applicant, who declined. It is not clear that a vacancy waiver will be approved in this instance.

Evictions: None pending

Maintenance: The first phase of 667 unit inspections with the contracted inspector are scheduled for August 18.

ADJOURN

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adjourn the August 10, 2021 Regular Session and move to Executive Session to discuss litigation, for to do so in open session might compromise the position of the SHA, not to return to open session. The time was 4:55 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky