

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

July 13, 2021

The SHA met in open session at 55 Hudson Road, Sudbury, at 1:00 p.m. Those present were: Chair: S. Cline; Vice Chair: S. Swanger; Member: J. Cowan; Member: A. Lepak; Executive Director: S. Cusolito

Minutes: None.

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

The May 2021 Financial Report was presented.

NEW BUSINESS

FYE22 Budget Approval: SHA received notice that its budget was approved. Included were funds to purchase equipment to replace the tractor, which was purchased in 2003; however, the equipment under consideration is now not available until 2022.

Contract for Financial Assistance Amendment 14: A motion was made by S. Swanger, seconded by J. Cowan, and unanimously voted, to approve Amendment 14 of the Contract for Financial Assistance between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$151,985 (FY24 Formula Funding Award: \$110,735; FY22 Sustainability (Oil Furnace Electrification): \$41,250), and to authorize S. Cline, Chairperson, to sign on behalf of the Sudbury Housing Authority.

Housing Stabilization Fund Payment: A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve a loan repayment from the New Duplex account in the amount of \$22,233.44 for FYE21.

Agreed Upon Procedures (AUP): The FYE20 report included one exception for the ED salary outlined on the "Top Five" form. Apparently, instructions to auditors were modified to account for the virtual audit format and did not align with instructions on populating the "Top Five" form.

Memorandum of Agreement: A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to approve the Memorandum of Agreement between the Sudbury Housing Trust and the Sudbury Housing Authority related to 67-73 Nobscot Road, as presented, and to authorize S. Cusolito to sign on behalf of the Sudbury Housing Authority.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the June 8, 2021 Regular Session, including AUP and PMR updates.

Liaison Reports:

67-73 Nobscot: Immediate abutters were contacted with partial success. No concerns were expressed by the northernmost abutter.

CPC: S. Cline reported that the CPC is interested in hiring a staff person.

S. Swanger reiterated his interest in meeting with the Town Manager, but will start by contacting Select Board liaison Jennifer Roberts.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Not on the Agenda: To accommodate Commissioner J. Cowan's schedule, the SHA will meet at 7:00 p.m. starting in September.

Feasibility Study: Contracts with Hancock Associates for each of the SHA's existing properties were executed. A separate agreement is being prepared by Town Counsel for the 148 North Road property. It will include the scope of services defined by SHA and outlined in Hancock's proposal.

Capital Projects Update:

FISH 288069, 21 Great Lake whole-house heat pump: the 100% construction documents (CDs) were submitted. Asbestos testing was completed and results were negative. The project engineer is leaning away from a whole-house heat pump due to challenges with the configuration of existing ductwork.

FISH 288068, attic insulation for all state units: SHA reviewed and submitted comments to the DHCD architect on the Work Order.

FISH 288067, Fairbank Circle vacancy rehab: DHCD approved the contract between SHA and Eagle Eyes Contractor. A preconstruction site meeting was held on July 7 and the Notice to Proceed issued with an anticipated turnaround of 60 days. Though requested by SHA, the plans apparently do not specify painting the ceilings. It is not clear how this will be handled.

FISH 288066, 667 kitchen ventilation: clarification on the 100% CDs was sought.

FISH 288064, 667 utility cable replacement: the project likely won't complete before fall.

FISH 288053, 667 landscape: SHA is inclined to discontinue pursuing the contractor for replacement plantings.

DIRECTOR'S REPORT

Reopening: SHA reopened the Community Building on July 6. Reconfiguration of office space is slated to be completed by mid-August.

Management training: S. Cusolito completed a three-day management training through Nan McKay, which specializes in public housing trainings.

Performance Management Review (PMR): SHA is awaiting a new date, given staff leave time on the originally scheduled date.

Contracts: A number of contracts are under negotiation: gutters; power-washing; duct cleaning; carpet/upholstery cleaning; fire alarm system repairs; unit inspections; masonry; catch basin repairs; vinyl flooring installations; Village grounds-work.

SHERA: At present, three residents have submitted applications for this federally funded emergency rental assistance. Debts range from \$400 to \$4,000.

Staffing: A full-time occupancy/bookkeeping position and a part-time wait-list position are slated to be advertised July 14-26.

Formula Funding Submissions: All submissions for reimbursement were made prior to the DHCD-imposed deadline.

Vacancies: A 667 unit was vacated July 1. The 21 Great Lake tenant has informed SHA of intent to vacate.

Evictions: None pending

Maintenance: Interviews for inspection contractors is nearly complete. Costs will be less than \$1,500 for all state units, which is a significant savings over in-house inspections. Vacancy work on Willis Lake is nearing completion.

ADJOURN

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adjourn the July 13, 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 5:05 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger