

SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

September 21, 2021

The SHA met by remote participation open session at 7:00 p.m. Those present were: Vice Chair: S. Swanger; Treasurer: T. Vitvitsky; Assistant Treasurer: J. Cowan; Member: A. Lepak; Executive Director: S. Cusolito

NEW BUSINESS

Net Meter Credit Presentation: Guest Jaime Smith, Lodestar Energy: Mr. Smith, who started Lodestar, has an engineering background, as well as an MBA. Lodestar is based in Connecticut owns and operates solar farms, providing power to approximately 12,000 homes. Lodestar has two net meter credit proposals to offer SHA: absorbing excess credits arising from energy-saving installations at Lexington Housing Authority; and credits from a planned solar farm in Sandwich, MA. The Lexington Housing Authority does not have a final total of credits available at this time, but the contract for the 7.5% allocation from the Sandwich project is ready for signature. DHCD recently approved an updated contract with a fixed-savings basis, rather than a percentage basis. The savings are set over a 20-year timeline. Panels have a 25-year warranty and the contract is assignable.

A motion was made by T. Vitvitsky, seconded by J. Cowan, and unanimously voted, to enter into a contract with Lodestar Energy for purchase of net meter credits as outlined in the contract, and to authorize S. Cusolito to sign the contract as presented.

Minutes: A motion was made by A. Lepak, seconded by J. Cowan, and unanimously voted, to approve the minutes of the April 13, 2021 Regular Session.

A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to approve without release the minutes of the April 13, 2021 Executive Session.

Financials Approvals: A motion was made by T. Vitvitsky, seconded by A. Lepak, and unanimously voted, to approve the checks written in August 2021.

The August 2021 financial report was presented.

NEW BUSINESS

Energy Services Contract: A motion was made by J. Cowan, seconded by T. Vitvitsky, and unanimously voted, to authorize S. Cusolito to sign to enter into a supply contract for a term to be determined.

The SHA's supplier contract expires at the end of January. A quote through IGS, a direct supplier based in Ohio, is in process. SHA has used brokers and a public-sector supplier and has not seen significant differences in costs or services/responsiveness.

FY22 Sustainability Award: The FISH 288068 Work Order for upgraded attic insulation in all 667 and 705 buildings was approved at the August 10, 2021 Regular Session. The recently received award letter for \$83,000 was circulated to the Board.

Weatherization Initiative, Augmentation: SHA was recently contacted by SMOC for weatherization improvements across its portfolio. The first of three planned site visits included a 3-bedroom 705 duplex unit, a New Duplex unit, Willis Lake, and the Village.

FISH 288064, 667 Utility Cable Project Change Order: A motion was made by J. Cowan, seconded by T. Vitvitsky, and unanimously voted, to approve Change Order #3 on FISH 288064, 667 Utility Cable Project, in the amount of \$4,150, payable to Elm Electrical for down-time attributable to Eversource work on September 19, 2019, for additional metering pads, grounding, etc.

Community Preservation Act Application: Applications for the upcoming funding round are due October 13. Prior allocations remain unspent. Commissioners affirmed the decision to commit the allocations to a realized development effort, rather than to fund early-phase work such as feasibility. S. Cusolito will draft a general request for the minimum 10% allocation.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the August 10, 2021 Regular Session, including updates to required reporting of Board Member meeting attendance, a template for a Request for Reasonable Accommodation policy, guidance on Covid- related matters that authorize LHAs to set local policies based on local Board of Health recommendations.

A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to approve a policy requiring all current and future SHA staff members to be vaccinated against COVID and to require proof of vaccination.

Liaison Reports: No reports.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

COVID-19 Update: Prior to the September 1, 2021 mask mandate, the SHA recommended continued masking and social distancing for residents and staff in common spaces. As all office space is now shared employees are masking within that space, as well as when entering occupied units. In light of the mandate, SHA will be assessing the need to close the Village Community Room. SHA is opting out of hosting an on-site booster clinic. It is not clear if the federal employee and contractor mandate to be vaccinated will affect operations as they relate to the New Duplex program. DHCD plans to advise when more information is available.

Annual Unit Inspections Outsource: The first round of 667 unit inspections was completed. Eighteen units were inspected in less than three hours. Total cost savings in terms of personnel hours is in the \$600 range. More important than personnel costs, is the maintenance time saved by partnering with a third party.

67-73 Nobscot Feasibility Update: The Beals and Thomas site survey was scheduled for the current week. A letter to immediate abutters was shared with Commissioners. Funding information for SHA's portion of feasibility costs, previously shared with the Select Board, was shared with Commissioners.

SHA Feasibility Study Update: Existing conditions surveys for Beechwood, Oakwood, and Great Lake have been completed. The Frost Farm survey is expected to start this week. S. Swanger is concerned about abutter outreach, particularly for Frost Farm. A letter he drafted was presented for consideration. S. Cusolito recently communicated with Frank Chiodo, who is a resident of Frost Farm and very involved with management activities there. Based on the timing, an attempt will be made to set up a meeting with Frost Farm residents.

Capital Projects Update:

FISH 288069, 21 Great Lake whole-house heat pump: Only one response to the advertisement was received, totaling \$85K. The projected costs were in the \$40K range. The project will be re-bid to highlight that the unit will be vacant during construction.

FISH 288068, attic insulation for all state units: The design team from Leonardi Aray Architects performed an on-site survey. The team was very interested in learning more about the moisture issues at some of the sites.

FISH 288067, Fairbank Circle vacancy rehab: On site work was halted because of previously reported moisture issues that were not properly addressed in the original project scope. An on-site assessment is planned to inform on appropriate abatement steps.

FISH 288066, 667 kitchen ventilation: SHA is awaiting word that the project is ready to bid.

FISH 288064, 667 utility cable replacement: There is still an interest in completing the project this month, but there has been no word from Eversource on scheduling.

DIRECTOR'S REPORT

Staffing: S. Dopdato started September 13 as the Occupancy Specialist/Bookkeeper. L. Rodriguez started on September 14 as the Housing Assistant/Wait List Manager, which is a new position, largely required to handle the significant volume of CHAMP applicants. S. Bonney generously offered to assist with training. Office reconfiguration continues, largely now focused on relocating files.

NAHRO Conference: The conference is currently underway; however, compromised staff time and/or hesitation to meet in person precludes even partial attendance

Performance Management Review: The PMR desk audit was completed in March. Housing Management staff was not concerned with some items related to CHAMP that were not available for review.

Capital Plan: The SHA has little flexibility in its plan, given costs for the two projects already assigned for upcoming years: upgrades to the Village fire alarm system and multi-site grading improvements, to include paving the Village fire road. SHA will receive some special capital funding for the septic system at Fairbank Circle and possibly the 705 single-family homes.

Annual Plan: The SHA will begin work on the Annual Plan this week, with a target date for the public hearing to coincide with the December 14, 2021 Board meeting. This is the second year of Annual Plan publication.

Tenants' Organization: A small group of 667 tenants is working to establish an official LTO, which the SHA has not had for many years. The group has not engaged the SHA administration, despite outreach, and the timeline for organizing is not known.

SHERA Emergency Rental Assistance: To date, SHA has recovered approximately \$12K in lost rent accrued since April 2020, with several additional applications pending. The assistance window was extended through next June.

Budget Guidelines: The guidelines were published as PHN 2021-20 last week. The ANUEL is set at 4%. A new ED salary schedule is slated to be published in December.

CHAPA Community Partnerships Q&A: A second meeting was scheduled for October 15. The CHAPA housing toolbox was distributed to Members, but a meeting link has not been sent as yet.

Town Forum: A forum is scheduled for the evening of October 21 to discuss the Town's Master Plan.

Vacancies: All units at the Village are now occupied. Two 705 units are undergoing capital improvements. Greenwood and Willis Lake remain vacant as well.

Evictions: None pending

Maintenance: All inspection work orders are completed. Staff is expanding its role to cover small contracts.

ADJOURN

A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to adjourn the September 21, 2021 Regular Session. The time was 9:00 p.m.

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky