

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

August 9, 2022

The SHA met in open session at 7:10 p.m. Those present: Chair: S. Swanger; Vice Chair: T. Vitvitsky; Treasurer: J. Cowan; Assistant Treasurer: A. Lepak; Member: S. Cline; Executive Director: S. Cusolito

DIRECTOR'S REPORT/CONSENT AGENDA

A motion was made by A. Lepak, seconded by J. Cowan, and unanimously voted, to approve the Director's Report/Consent Agenda as presented.

The Consent Agenda included the following resolutions:

- Approve the checks written in July 2022
- FISH 288067, 48 Fairbank Circle Vacant Unit Rehab: Approve the Certificate of Substantial Completion

NEW BUSINESS

FYE23 Q1 Financial Report: A motion was made by A. Lepak, seconded by J. Cowan, and unanimously voted, to approve the FYE23 Q1 Financial Report.

The Tenants Accounts Receivable (TAR) will be presented at the next Regular Session.

4 Longfellow Road: Notice of Resale: On August 2, the Planning Department notified the SHA that this deed-restricted ownership unit will be sold. In the absence of time to convene a meeting prior to the Select Board's August 9 anticipated consideration of its Right of First Refusal (RFR), Chairman S. Swanger reiterated by email the SHA's general interest in pursuing purchase opportunities such as this; however, SHA would defer to the SHT's recommendation to the Select Board. At the SHT's meeting on August 9, Trustees voted to recommend the Select Board hold the matter until more information on the significant rehab costs, and options around requesting a delay in the resale, are better defined.

Pet Waiver: S. Cusolito asked the board to permit her dog to be on site outside of regular business hours. She did not consider a reasonable accommodation the appropriate mechanism and the SHA's existing pet policy only covers tenants. She offered to provide a copy of the dog's records and put down a damage deposit. The dog would be kept on leash/under voice control. Commissioners were in favor of allowing the dog on site and did not think the records or a deposit were necessary conditions. Commissioners did suggest removal of the "no pets" sign by the entry to the Community Building.

Liaison Reports: No reports.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

PMR Results: There were no findings on the desk audit provided last month, but one Board member has training to be completed and some CHAMP requirements that were not met were waived due to the pandemic. The site audit occurred on August 4. Inspection of a random selection of units resulted in one maintenance-related and three tenant-related health and safety violations. SHA staff is required to verify that tenant-related violations are completed as part of its response, in addition to attending to those under its responsibility. There were no other findings on the site visit. Commissioners were referred to two Public Housing Notices that outline changes to PMR criteria, including the need for the Plans discussed under “Legal Services Contract”.

Legal Services Contract: Proposals were received from Attorney Manette Donovan for drafting the Reasonable Accommodation/Modification, Fair Housing Marketing, and Language Access Plans that must be approved and in place by the end of this fiscal year. Commissioners asked for a modification to the contract to include that the deliverables will meet the DHCD standards and to include a deliverables deadline. They further requested that payment be contingent upon acceptance of the Plans by the DHCD and that the reference check be completed.

FISH 288066, 667 Kitchen Ventilation Low-Bid Approval Update: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to accept the bid of \$247,700 from Araujo Brothers Plumbing, Inc. for FISH 288066, 667 Kitchen Ventilation, with the following stipulations: that all installations be inspected to ensure adherence to the engineering plan prior to enclosure; that all required registrations, warranties, and commissioning be completed as specified, and to authorize S. Cusolito to sign the Owner-Contractor Agreement on behalf of the Sudbury Housing Authority.

SHA Feasibility: S. Cusolito requested Hancock make its documents available to CHA consultants via Biddocs and has distributed regulatory documents on Frost Farm to the CHA consultants.

67-73 Nobscot Road Feasibility Update: A site visit to the property is scheduled for August 10, with members of both the SHA and SHT, as well as Cambridge Housing Authority consultants, in attendance. A Subcommittee meeting was held on July 19.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Cline, seconded by J. Cowan, and unanimously voted, to adjourn the August 9, 2022 Regular Session. The time was 8:30 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky