

SUDBURY HOUSING AUTHORITY

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

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

SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

July 12, 2022

The SHA met by remote participation open session at 7:04 p.m. Those present: Chair: S. Swanger; Treasurer: J. Cowan; Assistant Treasurer: A. Lepak; Member: S. Cline; Executive Director: S. Cusolito
Absent: Vice Chair: T. Vitvitsky

EXECUTIVE SESSION

A motion was made by S. Cline, seconded by J. Cowan, and unanimously voted, to adjourn the July 12, 2022 Regular Session and adjourn to Executive Session to discuss a litigation, for to do so in open session would compromise the position of the Housing Authority, and to return to open session. The time was 7:04 p.m.

S. Swanger reconvened the open session at 7:22 p.m.

DIRECTOR'S REPORT/CONSENT AGENDA

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the Director's Report/Consent Agenda, with the following item removed for discussion: Minutes of the April 19, 2022 Special Meeting.

The Consent Agenda included the following resolutions:

- Approve the minutes of the April 12, 2022 Regular Session
- Approve without release the minutes of the April 12, 2022 Executive Session
- Approve the checks written in June 2022

Discussion of New Duplex Vacancies: S. Cusolito has mentioned that development of additional non-state housing might result in challenges similar to those with finding qualified applicants for New Duplex vacancies, depending on how new development is funded. The New Duplex program screens using a minimum rental risk score that is a combination of criminal background, housing court history, address history, income, and credit. Few applicants meet the minimum requirement, but SHA has been unsuccessful in identifying how it was imposed or if it can be permanently waived. She continues to seek advice from DHCD and SMOC on improvements to the screening process. There is no action item for the Board at this time.

Discussion of the minutes of the April 19, 2022 Special Meeting: S. Cline requested some changes to delineate discussions with Cambridge Housing Authority pertaining to SHA's feasibility work and the feasibility study of 67-73 Nobscot Road. The minutes will be reviewed at the next Regular Session.

NEW BUSINESS

AUP Auditor Contract: A motion was made by S. Cline, seconded A. Lepak, and unanimously voted, to approve the contract between the Sudbury Housing Authority and Lisa Fallon, CPA P.C. for the FYE22 Agreed Upon Procedures (AUP) in the amount of \$3,780, and authorize S. Cusolito to sign on behalf of the Housing Authority.

Inspection Services Contract: A motion was made by J. Cowan, seconded by S. Cline, and unanimously voted, to authorize S. Cusolito to engage Assabet Valley Inspection Services for annual unit inspections at a rate of \$13/667 unit and \$25/705 unit and to sign a contract on behalf of the Housing Authority.

Legal Services Contract: S. Cusolito would like to outsource preparation of the three Plans required by DHCD by the end of this fiscal year: Reasonable Accommodation, Language Access, and Fair Housing Marketing. She received preliminary information from Manette Donovan, an attorney who often presents on these topics at MassNAHRO conferences and other trainings, and plans to reach out to two other firms as well.

Fee Accountant Contract: A motion was made by S. Cline, seconded by J. Cowan and unanimously voted, to approve the contract between the Sudbury Housing Authority and Milne, Shaw and Robillard for accounting services retroactive to April 1, 2022 at the costs outlined therein, and to authorize S. Cusolito to sign on behalf of the Housing Authority.

FISH 288064, Certificate of Final Completion: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the Certificate of Final Completion for FISH 288064, 667 Utility Cable Project and to authorize the final payment of \$6,173.60 to Elm Electrical, Inc.

FISH 288066, 667 Kitchen Ventilation Low Bid Approval: The low-bid response is Araujo Brothers, which installed the problematic air-source heat pumps at the Village in 2017. Although the company is not responsible for all of the issues associated with the heat pump project, concerns remain. S. Cusolito would like to hold the vote until additional information is received from references and the DHCD construction advisor.

FISH 288076, Design Fee Proposal: A motion was made by S. Cline, seconded by J. Cowan, and unanimously voted, to approve the Design Fee Proposal of Leonardi Aray Architects in the amount of \$17,000 for FISH 288076, 21 Great Lake Vacant Unit Rehab.

There's a concern with the scope of this project in that the site is part of SHA's feasibility study. The DHCD architect opined that the unit cannot remain vacant in this interim. With that the SHA must undertake a rehab, though it might be possible to reduce the scope.

Capital Projects Administrations Fees: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to approve year-to-date payments of capital project administration fees to Sheila Cusolito in the amount of \$9,029.60, or as determined by the Department of Housing and Community Development, for FISH projects 288064, 288066, 288067, 288068, 288069, 288076, 288077.

Open Meeting Law Waiver Expiration: The waiver is anticipated to be extended; however, meetings do not have to be hybrid if in-person meetings are held. By consensus, the Board prefers to resume in-person meetings.

Liaison Reports: No reports.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

SHA Feasibility Study Update: A site visit with CHA is scheduled for July 21, 2 p.m., involving both a discussion and a tour of the properties under study.

67-73 Nobscot Road Feasibility Update: A joint meeting with the SHA/SHA subcommittee and CHA is scheduled for July 19, 8 a.m.

MEMBERS' FORUM

Commissioners were interested in understanding better how the Village LTO will interact. S. Cusolito explained that the LTO could make a request to include an agenda item, but that it is not a party to the Board's proceedings. She noted that all meetings are open to the public.

ADJOURN

A motion was made by S. Cline, seconded by J. Cowan, and unanimously voted, to adjourn the July 12, 2022 Regular Session. The time was 8:41 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger