

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING October 13, 2015

The SHA met in open session at 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Vice Chair: K. Kang; Treasurer: S. Cline; Member: J. Deutsch; Member: L. Pastuszek; Executive Director: S. Cusolito.

Energy Procurement: The SHA's three-year contract with Bay State Consultants expires in December and the SHA elected to interview other service providers. Meg Lusardi from Power Options presented a brief outline of services provided, as well as date-sensitive rate information.

Minutes: A motion was made by S. Cline, seconded by J. Deutsch, and voted, to approve the minutes of the July 14, 2015 Regular Session. L. Pastuszek abstained. The minutes of the September 8, 2015 were held over for a quorum.

Checks Approval: A motion was made by S. Cline, seconded by L. Pastuszek, and unanimously voted, to approve checks written in September 2015.

NEW BUSINESS

Energy Procurement Contract: A motion was made by L. Pastuszek, seconded by J. Deutsch, and unanimously voted, to authorize S. Cusolito to sign an energy services procurement contract with Power Options for a duration not to exceed 24 months.

Budget Amendment Certification: A motion was made by L. Pastuszek, seconded by K. Kang, and unanimously voted, to approve four additional hours per week of maintenance staffing. The certification will be held, pending a vote on the ED salary.

Tenant Board Member: The SHA is unlikely to be affected by this requirement until the 2018 election year.

Accountant's Contract: S. Cusolito recommended approving the contract through FY17; however, the Board requested a schedule of fees be added to the contract.

FEMA Grant: A proposal for reimbursement of \$15,356.66 in out-of-pocket Jan 26–28, 2015 storm-related snow removal costs was submitted to FEMA. Pending is a submission for reimbursement of out-of-pocket property damage costs.

Heat Pump Pilot and Sustainability Award: A motion was made by L. Pastuszek, seconded by S. Cline, and unanimously voted to reopen the Contract for Financial Assistance (CFA) between the Sudbury Housing Authority and the Commonwealth of Massachusetts for Work Plan 1008, Project 288032, Air Source Heat Pump Demonstration Project, in the amount of \$7,450, and to authorize Steven Swanger, Chairperson of the SHA Board of Commissioners, to sign on behalf of the SHA.

Funds are designated for monitoring costs associated with the ASHP installations and use.

Liaison Reports: CPC: S. Cline reported on the upcoming review of proposals submitted for CPA funding. Beth Quirk was recently approved as an at-large member of the CPC. Selectwoman and CPC liaison Pat Brown has proposed that the administrative funds for the RHSO should be more clearly accounted for as affordable housing funds that are in addition to the 10% set-aside.

SHT: L. Pastuszek reported that the foundations have been poured on the Maynard Road project. A May 2016 completion date is anticipated. The lottery application process is underway. The SHT is looking at properties in town for its home purchase program and is still seeking a new board member.

UNFINISHED BUSINESS

Storm Damage Repairs: Insurance reimbursements remain outstanding in some cases. An invoice for the repair work is also outstanding.

Concrete Patio Project: On-site work is underway and is expected to take a couple of weeks.

Tub Surround Project: A one-unit mock-up was scheduled to start October 13. Each unit is expected to be completed in 3–4 days. Additional staffing hours are needed to accommodate the contractor's hours, which are daily, 8 am–4 pm.

DIRECTOR'S REPORT

S. Cusolito and J. Howe attended the BayPath Elder Services annual meeting on October 2. S. Cusolito nominated Ed Gottmann, volunteer coordinator at the Sudbury Senior Center, for the Frances Borger Klempner Community Service Award, which was presented to him at the meeting.

The SHA received a post-audit questionnaire from the OSA, to which it is drafting a response in partnership with fee accountant Jenna Milne.

Vacancies: No vacancies.

Evictions: In response to two Notices to Quit and one finding of ineligibility for continued occupancy, the SHA is either in negotiation for repayment or scheduling informal conferences at the request of the tenant.

Maintenance: Jeffrey Bryan was hired for a 28-hour maintenance mechanic/laborer position.

Executive Session: None.

Adjourn: A motion was made by J. Deutsch, seconded by L. Pastuszek, and unanimously voted to adjourn the October 13, 2015 Regular Session. The time was 9:30 p.m.

Yes: S. Cline

Yes: Judy Deutsch

Yes: K. Kang

Yes: L. Pastuszek

Minutes prepared by S. Cusolito, Executive Director