

## SUDBURY HOUSING AUTHORITY

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### MINUTES OF THE REGULAR MEETING

November 10, 2020

The SHA met by remote participation open session at 4:00 p.m. Those present were: Chair: A. Lepak; Vice Chair: S. Cline; Treasurer: S. Swanger; Member: T. Vitvitsky; Executive Director: S. Cusolito

Guests: Kelly Wennik, Prospective Commissioner; Jennifer Roberts, Sudbury Select Board; Patricia Brown, Resident; George Cooley, Resident

**Minutes:** A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the minutes of the October 14, 2020 Regular Session.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve without release the minutes of the October 14, 2020 Executive Session.

**Financials:** A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the checks written in October 2020.

### **NEW BUSINESS**

**Board Member Recruitment:** Kelly Wennik, who is considering, but not committing to a Board appointment, was referred by former Commissioner K. Kang. She is a three-year resident of Sudbury who values the Town's sense of community, as well as diversity and inclusion. Ms. Wennik has not previously served in a civic volunteer capacity. She works in IT market research/sales. S. Cusolito provided an overview of the role of the Board and the appointment process. Commissioners provided an overview of what is valued by the Board.

**FYE21 Q2 Report:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the FYE21 Q2 financial report as presented.

**Annual Plan:** S. Cusolito provided the link to the Annual Plan and encouraged Commissioners and residents to review it in advance of the December 8 public hearing.

**Real Property, 67-73 Nobscot Rd:** Planning Director A. Duchesneau forwarded to SHA information on a 5.4-acre parcel owned by the Mayflower Council of the Boy Scouts. The land includes four buildings formerly used as rentals and is adjacent to the land owned by the Boy Scouts that is under a conservation restriction, jointly purchased by the Town and the Sudbury Valley Trustees. The Mayflower Council is interested in selling the parcel, which has never been used for Scout activities. Because it is already developed, it isn't under consideration for a conservation restriction.

Mr. Cooley, whose family is involved with Scouting, expressed disappointment at the prospect of housing development on the site. Ms. Brown requested the materials forwarded by the Planning Department.

The Housing Trust will meet on November 12 to discuss the opportunity. S. Cusolito, A. Lepak and S. Swanger plan to attend.

**Public Housing Administration Notices:** S. Cusolito provided a link to those Notices published since the October 14, 2020 Regular Session, including guidance on both eviction prevention and re-opening.

**Liaison Reports:**

**CPC:** The initial review of FY22 funding requests occurred at the October 21 meeting. Public hearings will take place on November 24 and December 2.

**MPSC:** The Committee has not met recently.

**SHT:** The SHT will meet Thursday, November 12.

**OPEN FORUM**

No comments.

**UNFINISHED BUSINESS**

**Reopening Plan:** A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to continue the closure of SHA's community room and kitchen and resume the closure of the SHA offices until further notice.

**MHP Grant, Feasibility Site Visit:** Representatives from MHP and its contracted engineering firm will view various sites, including Frost Farm and DPW, sometime next week. The site visit was postponed by the October 30 snowstorm. At that time, DPW Director Dan Nason informed the SHA that its site on Old Lancaster Road is currently under assessment for use as a wastewater treatment facility. He was unable to provide much additional information. S. Swanger contacted Select Board Member and SHA liaison J. Roberts, who was not aware of the study. Based on outreach to Town Manager Henry Hayes, Ms. Roberts reported that the study was approved a couple of years ago. If found suitable, it would be a small treatment facility. A final analysis is not expected for another two years.

Ms. Roberts had previously supported SHA use of existing houses, particularly one on Haynes Road, that are part of Camp Sewataro. This might be a reasonable option if the DPW site is lost.

**Policy Updates:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the following Musketahquid Village housing policies as presented:

- Air Conditioner
- Community Building Use
- Parking

**Capital Projects Update:** FISH 288053, 667 Site Improvements: no update from the contractor about replacement plantings; however, it's anticipated the work will occur next Spring, with the original warranty.

FISH 288064, 667 Utility Cable Project: no update.

FISH 288066, 667 Hood Ventilation: BLW engineers prepared a plan, for through-roof ventilation, with costs exceeding \$500K. A request for estimates for through-wall ventilation with and without stove hoods was requested by DHCD. The demand does not seem to justify the through-roof cost; however, it isn't clear that through-wall installations will solve the inter-apartment odor issue.

**DIRECTOR'S REPORT**

The cash receipt report was presented.

**Vacancies:** Delays in obtaining some materials has prevented completion of some units. A 667 resident who requested a first-floor unit, was able to transfer to the vacancy in Building 16. The other first-floor unit

in Building 16 was vacated at the end of October. The marketing plan for Willis Lake is being drafted, based on a lease non-renewal.

Evictions: No actions pending.

Maintenance: In addition to vacancy work, deferred inspection work orders are being addressed, combined with a health & safety inspection on each unit.

## **ADJOURN**

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to adjourn the November 10, 2020 Regular Session. The time was 5:30 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky

Minutes prepared by S. Cusolito, Executive Director