

# SUDBURY HOUSING AUTHORITY

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## MINUTES OF THE REGULAR MEETING

February 9, 2021

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  
Prospective Board Member Janet Cowan

**Minutes:** None.

**Financials:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the checks written in January 2021.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the FYE21 Q3 Financial Report.

The TAR report was presented. A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to write-off \$2,470 in back rent owed from a vacated 705 tenant.

SHA will continue to pursue the collection.

The December (Q2) 2020 Formula Funding Report was presented.

### **NEW BUSINESS**

**FYE22 Budget:** The proposed budget retains the CHAMP assistant position and increases the RSC hours to 21/week. The latter is prorated across all programs. The increased hours for the part-time maintenance person were also retained. A total of \$34K was entered for capital equipment to replace the tractor acquired in 2003. As well, SHA has experienced cost increases with installations of LVT flooring and interior painting during unit turnovers, both reflected in increased allocations in non-routine maintenance.

**ED Evaluation:** The evaluation for the current review period did not occur. S. Cusolito will work with A. Lepak and S. Swanger to assess the current format, with a target of resuming the process in fall.

**Annual Town Election/Board Member Recruitment:** Candidate and prospective Commissioner J. Cowan was successful in gathering signatures on the nomination papers that were due February 8. Although only one position will appear on the ballot, the Town still lists two vacancies on the Board. S. Cusolito has made several requests to have this corrected, as well as the term expirations and the current roles of each Commissioner. S. Cusolito will reach out to the Select Board office to inquire about an early appointment for the ballot position. The directive from DHCD on the tenant seat is that SHA will qualify for a waiver, given that it has a tenant serving on the board.

**Public Housing Administration Notices:** S. Cusolito provided a link to DHCD Public Housing Notices. No new notices have been published since the January 12, 2021 Regular Session.

### **Liaison Reports:**

**CPC:** The Committee is slated to meet on March 3, with topics to include a review of annual reports and finalization of grant agreements, such as that with SHA for the FY21 allocation.

## **OPEN FORUM**

No comments.

## **UNFINISHED BUSINESS**

**SHALIP Program Updates:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the SHALIP Rent Collection and Annual Recertification and Continued Occupancy Policies as amended.

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve an amount not to exceed \$1,500 for legal services related to program requirements.

**Feasibility Study/New Development:** At SHA's request, MHP will prepare a scope of work bundling the four 705 sites and Frost Farm. Frost Farm was previously characterized as limited based on septic considerations and the 705 sites would require one to one replacement. The SHA will solicit, via a Request for Services, firms to carry out the feasibility work.

The Community-Scale Housing Initiative is a possible funding source if the development effort leads to the construction of at least five units.

**Nobscot Subcommittee:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve an allocation of up to \$10,000 to cover a portion of the costs associated with pre-purchase due diligence of the 67-73 Nobscot Road property.

The Subcommittee recommends collective effort related to legal research on easements and preliminary engineering. The focus will be on the lower portion of the site, unless wetlands constraints indicate the upper portion be considered. The hope is to develop eight units, including a mix of home-ownership and rental units.

S. Swanger suggested SHA revisit its interest in the SPS property at the corner of Pratts Mill and Peakham, previously put on hold pending the relocation of the District's offices.

**Capital Projects Update:** No updates.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

**Net Meter Credits:** SHA was contacted by Lodestar, which develops solar complexes, about purchasing Net Meter Credits that will result in utility cost-savings. SHA connected with Lodestar several years ago; however, the opportunity to purchase credits did not materialize. Lexington Housing Authority anticipates having an excess of Credits mid-year, which the SHA can purchase. An approximately 5% savings is anticipated. The Board asked that an update be provided as the negotiation nears finalization.

**AUP:** All materials for the Agreed Upon Procedures were submitted.

**Resident Service Coordinator Annual Report:** The first annual report was submitted ahead of schedule.

**ED Contract, Budget Revision:** Both submitted ahead of schedule.

**Vacancies:** A vacancy waiver for the 705 unit at 48 Fairbank Circle was approved to account for the capital improvement timeline (FISH 288067). Two waivers for 667 vacancies were approved based on CHAMP wait list challenges, with one unit leased on February 9. A 667 unit will be vacated by a family that has been unable to return from China since traveling there in January 2020.

**Evictions:** No actions pending.

**Maintenance:** In addition to vacancy work, health & safety inspections of all units are underway.

## **ADJOURN**

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to adjourn the February 9, 2021 Regular Session. The time was 6:15 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky

Minutes prepared by S. Cusolito, Executive Director