

# SUDBURY HOUSING AUTHORITY

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Executive Director

## MINUTES OF THE REGULAR MEETING

March 9, 2021

The SHA met by remote participation open session at 4:15 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:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the January 12, 2021 Regular Session as amended and the February 1, 2021 Special Session as presented.

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

The January 2021 Financial Report was presented.

### **NEW BUSINESS**

**FYE22 Budget:** No update.

**Public Housing Administration Notices:** S. Cusolito provided a link to those Notices published since the February 9, 2021 Regular Session, including guidance on the tenant board member appointment process. T. Vitvitsky will reach out to Select Board Member and Chair J. Dretler to discuss her anticipated appointment.

### **Liaison Reports:**

**MPSC:** The work of the Steering Committee is nearly completed. With respect to housing, there is a recommendation for a housing task force to explore any zoning changes that might be considered.

**Nobscot Development Subcommittee:** The Subcommittee met February 18, with discussion focused on property access, given that the north entry traverses private property at 99 Nobscot Rd. If the Right of Way cannot be transferred to the Town/SHA, development potential would be significantly limited.

SHT Trustee J. Dretler continues to express concern about insufficient outreach to the local Boy Scout troops. S. Swanger has notified Sudbury Foundation Executive Director Marilyn Martino of the status of SHA's feasibility/development efforts, but has not received a response.

The delay in the Census was mentioned for the possibility of an impact on safe harbor status. A. Lepak noted that the two phases of Coolidge, as well as Avalon, will keep Sudbury in good stead through 2030.

**CPC:** S. Cline reported that next week, she'll present the FY22 warrant articles to the Select Board and FinCom.

### **OPEN FORUM**

Some Commissioners received an email from an at-risk tenant, requesting the Board's assistance. A. Lepak will respond that tenant matters are outside the Board's purview.

Commission on Disability Member Kay Bell encouraged comments to the Town's ADA self-evaluation that will feed into a professional assessment.

## **UNFINISHED BUSINESS**

**Feasibility Study:** MHP's engineering firm, Bohler, has not submitted the proposal for the 705 and Frost Farm parcels. Two additional firms were contacted for proposals. All recommend against septic and boundary/topography assessments in the early phase. Director of Public Health Bill Murphy was contacted about redevelopment constraints in aquifer protection zones, but has not responded.

When additional responses are received, S. Swanger will reach out to architect and former Commissioner K. Kang for assistance with review.

### **Capital Projects Update:**

FISH 288066, 667 Kitchen Ventilation: Approval to bid is expected shortly.

FISH 288067, 705 Vacant Unit Rehab: The project is ready to bid.

## **DIRECTOR'S REPORT**

The cash receipt report was presented.

**Rent Write-Off:** The former resident whose \$2,470 debt was voted in February to be written off contacted SHA about continuing to make payments. SHA's accountant recommends waiting on formalizing the write-off.

**Resident Vaccine Clinic:** Thanks to the efforts of Resident Service Coordinator L. Abraham, SHA has partnered with Sudbury Pharmacy and Neighbor Brigade volunteers for its March 18<sup>th</sup> first-dose vaccine clinic at the Village.

**Staffing:** Occupancy Specialist/Bookkeeper S. Bonney has taken a position elsewhere, but will be assisting SHA with the staffing transition and training on a consulting basis. A joint hire to create a full-time administrative position to handle CHAMP and tenant selection is under consideration with Acton Housing Authority.

**Net Meter Credits:** As discussed in February, purchasing Credits will offset electric utility costs. Lodestar is facilitating the prospective transfer of excess Credits from Lexington Housing Authority to Sudbury and confirmed that as solar farms expand, the opportunity to purchase additional Credits will expand.

**Alternative Energy Credits:** A check for \$9,120 from the DOER was received based on the 17 ASHP units installed in 2017.

**Vacancies:** An emergency applicant was housed at the Village in late February, leaving two 667 vacancies in March in addition to the 705 unit undergoing improvements under FISH 288067.

**Evictions:** No actions pending.

**Maintenance:** In addition to vacancy work, maintenance will complete all FYE21 Health & Safety inspections by the end of the month. SHA asked for guidance from DHCD on the scope for FYE22 inspections.

## **ADJOURN**

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the March 9, 2021 Regular Session. The time was 5:50 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky