

SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

December 14, 2021

The SHA met by remote participation open session at 7:00 p.m. Those present were: Chair: S. Cline; Vice Chair: S. Swanger; Treasurer: T. Vitvitsky; Assistant Treasurer: J. Cowan; Member: A. Lepak; Executive Director: S. Cusolito

Also present: Village resident T. Martin, Select Board Members J. Roberts and C. Russo (8:50 p.m.)

Minutes: A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve the correction to the previously voted minutes of the April 13, 2021 Regular Session.

A motion was made by S. Swanger, seconded by J. Cowan, and unanimously voted, to approve the minutes of the June 8, 2021 Regular Session as amended.

A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to approve the minutes of the June 24, 2021 meeting of the Site Feasibility Subcommittee.

A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve the minutes of the June 30, 2021 Special Session as amended.

A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to approve the minutes of the July 13, 2021 Regular Session.

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve without release the minutes of the July 13, 2021 Executive Session.

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the minutes of the August 10, 2021 Regular Session as amended.

S. Cline requested the minutes of the August 10, 2021 Executive Session be considered in Executive Session.

A motion was made by J. Cowan, seconded by S. Swanger, and unanimously voted, to approve the minutes of the September 21, 2021 Regular Session.

Financials Approvals: A motion was made by T. Vitvitsky, seconded by A. Lepak, and unanimously voted, to approve the checks written in November 2021.

NEW BUSINESS

FYE23 Annual Plan Public Hearing: A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve the FYE23 Annual Plan.

No public comments were received prior to or at the Public Hearing. A memo reflecting that outcome will be included in the submission.

Contract for Financial Assistance 1009: A motion was made by T. Vitvitsky, seconded by J. Cowan, and unanimously voted, to approve the Contract for Financial Assistance 1009 between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$83,000 for FY2022 Energy Conservation Sustainability Initiative: weatherize attics across multiple developments, and to authorize S. Cline, Chairperson, to sign on behalf of the Sudbury Housing Authority.

Contract for Financial Assistance 1010: A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to approve the Contract for Financial Assistance 1010 between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$9,200 for FY2022 Energy Conservation Sustainability Initiative: evaluation of malfunctioning multiple heat pump systems at 667-1 development, and to authorize S. Cline, Chairperson, to sign on behalf of the Sudbury Housing Authority.

Contract for Financial Assistance 5001, Amendment #15: A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve Amendment #15 of the Contract for Financial Assistance between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$110,735 for the FY2025 Formula Funding award and to authorize S. Cline, Chairperson, to sign on behalf of the Sudbury Housing Authority.

2022 Meeting Schedule: A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to approve the 2022 SHA Board of Commissioners meeting schedule as presented.

Meetings are scheduled for the second Tuesday of the month at 7:00 p.m. and are virtual until further notice.

FY25 Formula Funding Award: The Award letter related to Amendment #15 of CFA 5001 was received subsequent to receipt of the CFA.

Community Land Trust/CHAPA Follow-Up: CHAPA Municipal Engagement Program Associate Lily Linke provided materials related to community land trusts as a mechanism to finance development. The consensus was that such a mechanism was more relevant to the prospective SHT/SHA 67-73 Nobscot development and specifically more relevant and advantageous to development of homeownership units, rather than rental units. S. Cline commented on the possibility that a land trust might provide the mechanism to finance a mixed ownership and rental development. S. Swanger suggested the information be shared with the Nobscot Subcommittee as part of the larger consideration of distributing and developing the land. RHSO representative L. Rust had previously circulated information on possible development mechanisms. There was consensus that in early 2022, outreach to prospective project managers, such as those previously contacted by Commissioner Swanger, be resumed. Discussions with Lily Linke will be resumed when the Board takes up its community outreach effort.

ED Evaluation: A proposed format developed by S. Swanger and A. Lepak was distributed to Commissioners. Each Commissioner will provide comments to be consolidated into an evaluation to be discussed in January. S. Cusolito reiterated the position that the evaluation process should be initiated earlier in the year so that it's completed prior to, rather than coincident with, contract and budget considerations.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the November 9, 2021 Regular Session. The subject of the only Notice outlines upcoming property insurance coverage and costs.

Liaison Reports: **SHT:** A. Lepak reported that the Trust met last week, with a substantial focus on ERAP, expanding both the financial resources and the benefit period of the program. Those in private rentals represent the bulk of beneficiaries. The program was previously expanded to include those in subsidized housing; however, SHA is participating in the SHERA program, which has a more straightforward procedure, to which a good number of residents has applied. SHA has seen a similar pattern for both its working elderly and family residents: it has generally been the higher earning households that require assistance, primarily due to job loss.

The Town is entering into an agreement with Habitat for Humanity to split the costs of rehabbing the vacant Dutton Road unit, as well as the proceeds from its sale to a moderate-income family. The unit will no longer be a Habitat unit, but it will remain on Sudbury's SHI. Repair costs are estimated in the range of \$80K due to a burst pipe.

The revised projection on receipt of an engineering report on 67-73 Nobscot is January 2022.

SHA Feasibility: S. Swanger communicated the expected timeline for receipt of information from the soil testing to Frost Farm resident contact Frank Chiodo. He also heard from both New Duplex development project manager Rebecca Plaut Mautner and the Cambridge Housing Authority's consulting division. The former is no longer in project management. A meeting in the new year will be scheduled with Cambridge. T. Vitvitsky and S. Cusolito will also participate.

CPC: The CPC approved SHA's funding request to move forward to Town Meeting.

OPEN FORUM

T. Vitvitsky reported that Village residents held a well-attended holiday party on Saturday. Volunteers are organizing a fundraiser for the Scott Milley Foundation as part of an effort to become more involved in the community. Commissioners Vitvitsky and Cowan discussed outreach to Village residents who might be interested in being interviewed and highlighted within the community.

UNFINISHED BUSINESS

Community Preservation Act Application: As discussed.

ARPA-Eligible Needs: Revised requests were submitted, along with a request to remove the original submissions, based on the November 23, 2021 discussion. At its November 30, 2021 meeting, the Select Board extended the timeline for project submission to the end of December. S. Cusolito mentioned some additional projects that might qualify. It was agreed by consensus to limit the requests to those already submitted. Select Board Member J. Roberts reported that she attended an MAPC workshop that touched on ARPA funding related to affordable housing. She will forward workshop materials if she receives them. She also outlined the process of narrowing the project list and the possibility that a consultant will be engaged. She further clarified how municipalities might access funding related to housing and homelessness as part of relief for underserved populations disproportionately affected by the pandemic.

ED Contract Update: DHCD intends to publish a new ED salary schedule this month. That and the contract term are the only significant allowable changes.

SHA Feasibility Study Update: Soil testing is complete at all sites, with results anticipated by the end of December at best.

67-73 Nobscot Feasibility Update: A discussed.

Capital Projects Update:

FISH 288064, 667 Utility Cable: Eversource requires two planned outages, the last of which was to be December 1. Both outages were cancelled, the last because of disrepair of conduit going to the pole on Peakham Road. It is unlikely the repair work will be scheduled before Spring.

FISH 288066, 667 Kitchen Ventilation: Asbestos sampling was performed, with results pending.

FISH 288067, Fairbank Cir vacancy renovation: The vacancy waiver, required given the expanded scope of work, was approved by DHCD.

FISH 288068, Attic Insulation: The 100% construction documents are under review by DHCD. The funding shortfall over estimated costs will be covered by additional sustainability funds.

FISH 288069, 21 Great Lake whole-house heat pump: A kick-off meeting was held on December 9. The permits are signed and the work will start shortly.

FISH 288071, Fire Alarm Upgrade: The interim repair to the system was completed mid-November.

FISH 288072, Air-Source Heat Pump Investigation: Previously discussed. DHCD has not selected an engineer to conduct the study. RCAT has committed to being involved in the project.

FISH 288073, Sudbury Foundation Feasibility Study: Costs dictated that the project be entered into the capital planning system, CapHUB. DHCD has assigned a staff architect. A virtual project meeting is scheduled. S. Cusolito will ask if the Nobscot project must be entered into CapHUB as well.

DIRECTOR'S REPORT

Cash Receipts: Receipts for November were presented.

Staff: Carleen Haberski was hired for the wait list position, referred by a colleague. She was a long-time employee of Framingham Housing Authority and more recently, SMOC.

Staff lunch: On Thursday, staff will enjoy a pot-luck lunch to celebrate a strong close to the year.

Fairbank Community Center Plan: The Planning Board asked the developer to consider other locations for outdoor courts, originally situated very close to the Fairbank Circle units. S. Cusolito provided some input after conferring with S. Cline.

Middlesex County Retirement System: The PERAC (Public Employee Retirement Administration Commission) pension fraud poster was received. It comes addressed to the treasurer and includes a reporting form.

Vacancies: Three 667 vacancy notices were received, with two expected to occur in January. Two under-60/disabled applicants will be housed to match the required portfolio percentage of 13.5.

Evictions: None pending.

Maintenance: Family unit inspections were completed in four hours with the contractor. It was noted that vacancies in the winter months are challenging, given snow removal responsibilities, but that having outsourced unit inspections allowed maintenance to complete the associated work in more timely manner than can occur otherwise, freeing maintenance time for vacancy work. Other benefits to outsourcing inspections include a validation of SHA inspection practices and a layer of neutrality between the inspector and tenants.

ADJOURN

A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to adjourn the December 14, 2021 Regular Session and move to Executive Session to discuss litigation, for to do so in open session might compromise the position of the Housing Authority, not to return to open session. The time was 8:56 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky