

SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

March 8, 2022

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 (until 8:07 p.m.); Assistant Treasurer: J. Cowan; Member: A. Lepak; Executive Director: S. Cusolito

NEW BUSINESS

Director's Report/Consent Agenda: The RSC report was removed for discussion.

FISH 288064, 667 Utility Cable Certificate of Substantial Completion (CSC): A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to approve the Certificate of Substantial Completion for FISH 288064, 667 Utility Cable Project.

Elm Electrical completed its portion of the work last Fall; although additional on-site work was required after the CSC recommendation was made. The Certificate of Final Completion (CFC) will likely follow. The DHCD does not advise holding the CFC until Eversource completes its portion of the work, as Elm has no further responsibility for the project. If necessary, SHA can contact Elm if additional services are required related to the Eversource work.

FISH 288069, 705 Air-Source Heat Pump Change Order #1: A motion was made by J. Cowan, seconded by S. Swanger, and unanimously voted, to approve Change Order #1 for FISH 288069, 705 Air-Source Heat Pump, in the amount of \$2,013.

Electrical updates required as part of the heat pump installation required change-out of the clothes dryer and kitchen stove connections.

FYE22 Budget Revision #2: A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve the FYE22 budget revision #2 as presented.

The revision #1 omitted the \$75/unit exemption for air-source heat pump maintenance and required a correction to the PILOT.

Capital Projects Administrative Fees: Tabled.

ED Contract, DHCD Comments: A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to revise the ED salary to the DHCD-approvable limit of \$62,505 and to submit the contract with a letter, similar to prior submissions, stating the SHA's compliance with DHCD's request is taken under duress.

The SHA Board voted with intent a salary in excess of the DHCD-allowable amount at its February 8, 2022 meeting. The DHCD requested the SHA correct its error on the ED Salary Calculation Worksheet. After some discussion and in light of the late-afternoon communication from the DHCD that the SHA's FYE23

proposed budget was reverted due to the ED excess salary, Commissioners opted to submit the revised contract with a cover letter reiterating the Board's position that the DHCD is overstepping its authority in limiting the Board's ability to negotiate a contract with its ED.

Public Housing Administration Notices: S. Cusolito provided a link to those Notices published since the February 8, 2022 Regular Session, including PHN 2022-03, which outlines the third of three current main areas of compliance, the LHA fair housing marketing plan. The other two areas of focus are the reasonable accommodation policy and the LHA language access plan.

Liaison Reports: Development consulting: An introductory meeting is scheduled for March 24, 12:30 pm with Cambridge Housing Authority, which provides development consulting services and possibly funding for development projects.

67-73 Nobscot Road Feasibility: The Subcommittee received a 45-page report from Beals & Thomas. Highlights include a determination that it is more cost-effective to demolish existing structures and an outline of some permitting and zoning challenges. Also received were three new plans differing in density, but all based on construction of single-family two- and three-bedroom homes. Cost estimates for the septic system (\$227K) and driveway (\$900K) were also provided. It's unclear if purchase or transfer of property provides any advantage to the Town as it relates to the new law regarding MBTA communities. The Subcommittee has not yet met to discuss the new submissions.

CPC: S. Swanger attended the February 15 joint meeting of the Select Board, FinCom, and Permanent Building Committee and Capital Improvement Advisory Committee, but there were no questions related to SHA's proposal.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

SHA Feasibility Study: Updated drawings from Hancock have not been received. A referral for a structural engineer was requested to assess possible renovation of existing properties; however, the referral provided was for an architect. Because DHCD has assigned a staff architect for the state properties, outreach in that direction is necessary. S. Cusolito has meetings March 9 and 10 that might better define DHCD's role. She noted the less-than-optimal timing of preparing a vacancy rehab in one of the units under study, an oil tank requiring replacement in another, and site conditions that lead to recent flooding of both basements. Some investment in this interim is necessary and is the primary topic of the upcoming meetings. Site improvements on several 705 properties is one of the longer-range projects on the SHA's five-year capital plan.

Commissioner T. Vitvitsky left the meeting. The time was 8:07 p.m.

ARPA Funds Request: It was recommended to S. Swanger that SHA reiterate its previously submitted funding requests in the form of a memo to the Town Manager, which was drafted by A. Lepak and modified by Mr. Swanger. One area that has not been sufficiently addressed is staffing any initiatives that are funded. S. Cusolito commented that the effects of COVID are now becoming more apparent for SHA's

residents, exacerbating existing challenges. Some definition of costs on site improvements and some changes in wording were suggested prior to submission.

DIRECTOR'S REPORT/CONSENT AGENDA

A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve the Director's Report/Consent Agenda as presented, with the exception of the RSC Report.

The Consent Agenda included the following resolutions:

- Approve the minutes of the May 26, 2021 Sudbury Foundation Subcommittee Meeting
- Approve the minutes of the February 5, 2022 Special Meeting
- Approve the minutes of the February 8, 2022 Regular Session
- Approve, without release, the minutes of the February 8, 2022 Executive Session
- Approve the checks written in February 2022, including purchase of a new copier at a cost \$6,610.36.
- Approve FISH 288064, 667 Utility Cable Project Change Order #3 in the amount of \$4,150 payable to Elem Electrical.
- Approve FISH 288067, Fairbank Circle Vacancy Renovation Change Orders #1 and #2 in the amount of \$1,473.80 and \$15,525 respectively, payable to Eagle Eyes Contractor.

RSC Report: Commissioners preferred the Word version of the report. Some concern about the use of Constant Contact for the newsletter; however, it allows for embedding the newsletter within the body of the email, has an opt-in/opt-out feature, and will be augmented by distribution of paper copies. Some changes to wording around cost savings were suggested. It was noted that cost-savings/financial assistance to residents is only a fraction of the actual value of the RSC to the SHA. On the whole, the Board found the Report informative and of value for future grant funding rounds.

MEMBERS' FORUM

The vacant unit site visit is scheduled for March 15, 9:00 a.m

ADJOURN

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adjourn the March 8, 2022 Regular Session and adjourn to Executive Session to discuss a litigation and potential litigation, for to do so in open session would compromise the position of the Housing Authority, not to return to open session. The time was 8:45 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger