

# SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO  
Executive Director

## MINUTES OF THE REGULAR MEETING

May 10, 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; Assistant Treasurer: J. Cowan; Member: A. Lepak; Executive Director: S. Cusolito

Others in attendance: Village resident D. Alkins, Sudbury resident P. Brown

### DIRECTOR'S REPORT/CONSENT AGENDA

A motion was made by J. Cowan, seconded by T. Vitvitsky, and unanimously voted, to approve the Director's Report/Consent Agenda, with the following items removed for discussion: Capital Projects Update on FISH 288068, Attic Insulation; FISH 288075 705 Septic System Replacement; and RSC Report.

The Consent Agenda included the following resolutions:

- Approve the minutes of the April 6, 2022 Joint Meeting with the Sudbury Housing Trust
- Approve the checks written in April 2022
- Approve the slate: Board Member elections effective June 1, 2022

FISH 288068 and 288075: S. Cusolito explained the difference between the costs listed in Advertisements to Bid, which list construction costs only, and those listed on the MOD report, which lists total costs.

RSC Report: S. Cline requested a summary of the tenant survey responses.

### NEW BUSINESS

**FYE22 Year-End Financial Report and Certifications:** A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to certify compliance with notification procedures for federal and state lead paint laws.

A motion was made by S. Swanger, seconded by J. Cowan, and unanimously voted, to certify the accuracy of the FYE22 Top 5 Compensation Form.

A motion was made by T. Vitvitsky, seconded by S. Swanger, and unanimously voted, to certify the accuracy of the FYE22 year-end financial statement and tenants accounts receivables as presented, the latter, subject to adjustment if allowable.

**Family Pet Policy:** Currently, dogs are not permitted in family housing, except by Request for Reasonable Accommodation, typically framed as a desire for an emotional support animal. This allows for a waiver the nominal pet deposit. There is some inconsistency in how the policy is administered for applicants and existing tenants. S. Cusolito asked the Board to consider revisions to the family policy to allow dogs, which could outline breed and size restrictions. No decision on changes was made at this time.

**Public Housing Administration Notices:** S. Cusolito provided a link to those Notices published since the April 12, 2022 Regular Session.

### Liaison Reports:

No reports.

## **OPEN FORUM**

The format for taking citizen input was discussed, as was that anticipated for the newly formed 667 Local Tenants' Organization.

## **UNFINISHED BUSINESS**

**SHA Feasibility Study: Cambridge Housing Authority Development Services:** S. Cusolito distributed the contract with Women's Institute for the New Duplex project, to compare with the outline of services proposed by Cambridge Housing Authority, including negotiating with Hancock for any additional services and applying for pre-development funding. S. Cusolito offered to arrange for representatives from Chelmsford Housing Authority to meet with the Board, as it also has an active development team. It was noted that the SHT is comfortable with the Cambridge team for Nobscot, and that timing and consistency factors favor moving forward with Cambridge for the SHA's effort. The Board agreed by consensus on the CHA proposed scope of work and costs. S. Swanger will request a contract.

The DHCD architect is expected to visit the 705 sites to advise on adding to the existing structures vs. redevelopment before Hancock prepares a second set of drawings. The Board previously agreed in concept to Hancock's second plan for Frost Farm, consisting of one-bedroom units with garages, less one building.

**67-73 Nobscot Road Feasibility Update: Proposed Intergovernmental Agreement:** The proposed Agreement is between the SHA and CHA. It contains language around insurances that should be removed, as the coverage is unnecessary for the SHA to obtain for the work that will be provided by CHA. Commissioners concurred that clauses relating to tenant confidentiality are irrelevant for the intended scope of services, but that the language poses no issue. The SHA and SHT will also require a Memorandum of Agreement, similar to that required to cover payment for the work performed by Beals and Thomas.

A motion was made by T. Vitvitsky, seconded by A. Lepak, and unanimously voted, to enter into a Memorandum of Agreement with the Town of Sudbury/Sudbury Housing Trust, to evenly split costs of \$10,000 to Cambridge Housing Authority related to pre-development work on 67-73 Nobscot Road and to enter an Intergovernmental Agreement between the Sudbury Housing Authority and Cambridge Housing Authority for pre-development feasibility work on 67-73 Nobscot Road, subject to changes to terms regarding insurance coverage.

## **MEMBERS' FORUM**

S. Cusolito reported that the Open Meeting Law virtual meeting option is set to expire in July. The SHA adopted the Town's construct: if the current waiver is not extended by the State, the rule would revert to allow for only one remote participant.

## **ADJOURN**

A motion was made by A. Lepak, seconded by J. Cowan, and unanimously voted, to adjourn the May 10, 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 8:24 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky