

SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD
SUDBURY, MASSACHUSETTS 01776
director@sudburyha.org

PHONE: 978-443-5112
FAX: 978-443-5113

SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

June 14, 2022

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

Others in attendance: Village residents C. Shelton, K. Murray; B. Erickson, L. Baia, D. Alkins; Mass Union of Public Housing Tenants Field Coordinator M. Morales; Mass Union of Public Housing Tenants Board Member P. Goodwin (7:26 p.m.)

Commissioners and guests, representing the newly elected officers of the Musketahquid Village Tenant Association and MA Union representatives, introduced themselves. Chairman S. Swanger congratulated the leadership on forming the LTO, noting that it had been years since such an effort was undertaken.

DIRECTOR'S REPORT/CONSENT AGENDA

A motion was made by S. Cline, 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 and Vacancy Report.

The Consent Agenda included the following resolutions:

- Approve the minutes of the April 25, 2022 Joint Meeting with the Sudbury Housing Trust
- Approve the minutes of the May 5, 2022 Joint Meeting with the Sudbury Housing Trust
- Approve the checks written in May 2022
Approve the following vacated Tenant Accounts Receivables: SHALIP (\$2,187.58); 705 (46 FBC \$713); 705 (52 FBC \$877)
- Approve payment in full of the FY23 Middlesex County Retirement System appropriation of \$46,012

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the capital projects update, including approval of already budgeted capital project administration fees on FISH projects 288066; 288067, 288071, 288074, 288075, 288076, and 288077; and the fee proposal of Trivek Architects in the amount of \$4,400 for FISH 288077, 2 Beechwood Ave Exterior Improvements.

Also discussed was some concern with the low-bid response from Araujo Brothers on FISH 288066, Kitchen Ventilation, given the less-than-successful installations of Air-Source Heat Pumps by the same company in 2017. A vote will likely be required in July, following reference checks.

FISH 288076, 21 Great Lake Vacant Unit Rehab: the DHCD architect assigned to both this project and FISH 288073, SHA's feasibility study visited the site. In his opinion, given the timeline for possible development a modest rehab should be undertaken.

S. Cusolito reported the DHCD-approvable option to take a unit off-line for non-residential purposes and is planning to do so in order to create office space for both the SHA and the newly created LTO. She noted this is a temporary solution until a plan to renovate a portion of the Community Building can be put in place.

NEW BUSINESS

Musketahquid Village Tenant Organization: Presentation of By-Laws & Request for Recognition:

LTO President-elect C. Shelton described the training she undertook with Mel King Institute and the Mass Union of Public Housing Tenants over the last two years. She noted some initial resistance by the Village community, but emphasized that more than one-third of residents voted in the recent election of officers and to approve the by-laws. It was clarified that the LTO Board of Directors comprises the five individuals who are the officers, but that the Board might consist of additional Directors. It was noted that any changes to the by-laws requires a vote of the membership.

SHA Commissioners provided the following for consideration:

- Synchronizing the fiscal year to match the SHA's
- Match the name of the LTO to that utilized in the by-laws (*Tenant vs Tenants*)
- Consider term limits for both officers and directors
- Consider staggering terms of officers

A motion was made by T. Vitvitsky, seconded by J. Cowan, and unanimously voted, pursuant to 760 CMR 6.09, to recognize the Musketahquid Village Tenant Organization as the official tenant organization of the residents of Musketahquid Village, for a period of five years, effectively immediately.

Liaison Reports: CPA: No report from the Committee. S. Cusolito noted that the SHA did not receive notice from the Town that the FY23 funds request was voted at Annual Town Meeting.

SHT: The Habitat for Humanity property on Dutton Road is still in disrepair, with significant water damage. Insurance is not covering the costs. The SHT and Habitat for Humanity are executing a Memorandum of Agreement stipulating that the SHT will cover repair costs, with Habitat reimbursing the costs following sale of the property.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

A general discussion of the format of an MOA between the SHA and the Town for services through Cambridge Housing Authority on the Nobscot property also involved a discussion of funds remaining from SHT and SHA previously voted allocations (\$14,000 and \$9,000, respectively). S. Cline emphasized the need for clarity around whether remaining funds will cover the costs of Beals & Thomas' outstanding tasks, in order to determine the level of additional funding necessary to cover the work of both Beals & Thomas and the CHA.

SHA Feasibility Study: Cambridge Housing Authority Intergovernmental Agreement: A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the Intergovernmental Agreement between the Sudbury Housing Authority and the Cambridge Housing Authority for pre-development feasibility services related to 705 properties 2 Beechwood Ave, 8 Oakwood Ave, 9 Richard Ave, and 21 Great Lake Drive; and the Town-owned Frost Farm site at a base cost of \$25,600 and reimbursable costs as outlined, pending specification of properties under study and clarification on charges on reimbursable expenses, and to authorize S. Swanger to sign on behalf of the Sudbury Housing Authority.

S. Swanger will follow up on whether 10% mark-up referenced in Section 4D is in addition to the fees outlined in Exhibit B of the Agreement. Additionally, the SHA is requesting that the lots under study be specified by address.

67-73 Nobscot Road Feasibility Update: Proposed Intergovernmental Agreement: An updated Agreement reflecting the changes discussed at the May 10, 2022 Regular Session was not received and the MOA with the Town has not been returned for further review.

S. Cusolito attended financing workshop with FHL Bank Boston. In a subsequent meeting with the DHCD RE/Redevelopment Specialist and the Director of the Bureau of Housing Development and Construction, she was encouraged to explore this funding opportunity, as it aligns well with the funding criteria, as well as reengage the MHP technical assistance team. She also learned that there is a limited pool of funds, approximately \$75,000 per unit, available through DHCD for redevelopment of state units; however, there can be no debt on the property following redevelopment. The Bureau Director also encouraged the Board to consider a demonstration development of a single site, rather than comprehensive development of five scattered sites under different ownership.

MEMBERS' FORUM

T. Vitvitsky found the Village resident survey, with only 14 respondents, interesting in the focus on safety issues. She asked what safety issues have been brought to SHA's attention. She noted reports of verbal and physical intimidation, but also noted that all tenants have rights that must be respected. S. Cline was pleased with the reports that residents are pleased with their quality of life at the Village. T. Vitvitsky commented that non-residents are often very complimentary of the Village environment.

All members, except J. Cowan will attend the Town's photo session tomorrow. Checks will be ready for signature Wednesday evening.

ADJOURN

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to adjourn the June 14, 2022 Regular Session and adjourn to Executive Session to discuss a 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 8:42 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky