

SUDBURY HOUSING AUTHORITY

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

SHEILA M. CUSOLITO
Executive Director

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

MINUTES OF THE REGULAR MEETING

November 18, 2022

The SHA met in open session at 2:10 p.m. Those present: Chair: S. Swanger; Treasurer: J. Cowan; Assistant Treasurer: A. Lepak; Member: S. Cline; Executive Director: S. Cusolito

Absent: Vice Chair: T. Vitvitsky

DIRECTOR'S REPORT/CONSENT AGENDA

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the Director's Report/Consent Agenda, with the following item removed for discussion: August 2022 Financial Report.

The Consent Agenda included the following resolutions:

- Approve the minutes of the July 12, 2022 Regular Session
- Approve without release the minutes of the July 12, 2022 Executive Session
- Approve the minutes of the August 9, 2022 Regular Session
- Approve the checks written in October 2022

The August 2022 Financial Report was reviewed with the FYE23 Q1 Financial Report

NEW BUSINESS

FYE23 Q1 Financial Report: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the FYE23 Q1 Financial Report.

The Tenants Accounts Receivable will be presented at the December 13, 2022 Regular Session. Utility costs have escalated and will be reviewed.

Musketahquid Village Tenant Organization (MVTO) Budget and Memorandum of Agreement

(MOA): A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the FYE23 budget of the MVTO in the amount of \$500, pending removal of the budget line for refreshments, totaling \$25, and transfer of \$25 to another budget line; and to enter into a Memorandum of Agreement between the Sudbury Housing Authority and the Musketahquid Village Tenant Organization with the following additions: Paragraph 3: Musketahquid Village Tenant Organization agrees to account to the Sudbury Housing Authority for the use of these funds and agrees to *provide copies of all receipts and payments, as well as* to permit Sudbury Housing Authority, through its staff and auditor, to inspect and audit the Musketahquid Village Tenant Organization financial records related to this Agreement. *If indicated, the Sudbury Housing Authority will reduce the following-year allocation by an amount equivalent to any unapprovable expenses as determined by its review;* and to authorize S. Cusolito to sign the MOA on behalf of the Sudbury Housing Authority.

SHA had provided an example of a payment file on which it requests the LTO model its submissions in order to facilitate audits of SHA files. SHA also cautioned the LTO that it cannot approve expenses for refreshments and suggested the budgeted funds be transferred to another category. The SHA had not reviewed the MOA with the LTO prior to presentation to the SHA Board. The additional language will be discussed with the LTO.

FISH 288068, 667, 705 Attic Insulation Low-Bid Approval: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to accept the low-bid response of \$169,500 from G.V.W., Inc, the lowest qualified responsive bidder for FISH 288068, 667 and 705 Attic Insulation, and to authorize S. Cusolito to sign on behalf of the SHA.

FISH 288077, 2 Beechwood Exterior Improvements: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to accept the second lowest bid response of \$23,900 from FRG Contractor Corp., the lowest qualified responsive bidder for FISH 288077, 2 Beechwood Exterior Improvements, and to authorize S. Cusolito to sign of behalf of SHA.

The low-bid respondent, K&G Remodeling Inc, lacks experience in work similar to the scope of SHA's project. The second lowest response is \$6,250 over the low bid. It is not clear how the difference will be funded.

FISH 288067, 48 Fairbank Circle Vacant Unit Rehab Certificate of Final Completion: A motion was made by J. Cowan, seconded by S. Cline, and unanimously voted, to approve the Certificate of Final Completion for FISH 288067, 48 Fairbank Circle Vacant Unit Rehab, and to authorize the final payment of \$2,799.94 to Eagle Eyes Contractor, Inc.

Contract for Financial Assistance 1009, Amendment #1: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve Amendment #1 of the Contract for Financial Assistance 1009 between the Sudbury Housing Authority and the Commonwealth of Massachusetts in the amount of \$144,150 for FISH 288068, 667 and 705 Attic Insulation, and to authorize S. Swanger to sign on behalf of the Housing Authority.

ARPA Contract for Financial Assistance 4001: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve ARPA Contract for Financial Assistance 4001 between the Sudbury Housing Authority and the Commonwealth of Massachusetts in the amount of \$110,735 (ARPA Formula Funding), and to authorize S. Swanger to sign on behalf of the Sudbury Housing Authority.

Fair Housing Marketing, Reasonable Accommodation/Modification, Language Access Plans: S. Cusolito previously distributed the drafted Plans, recently receiving comments from Commissioner Cline. Input from Commissioners will form the basis of discussion with Attorney Manette Donovan, who drafted the Plans. Commissioners were encouraged to submit additional comments in the interim.

CHAPA Municipal Engagement Lite: Commissioners met several times with CHAPA's Lily Linke to discuss generally the community outreach programs sponsored by CHAPA. The Municipal Engagement Lite program is currently seeking applicants on a rolling basis for its program. Commissioners expressed interest in training related to community engagement, preferring to work directly within the community to garner support for housing initiatives. They requested outreach to Acton Housing Authority, which might have participated in the program and wondered if a joint application from SHA and SHT would be appropriate.

SHT Small Grants Program: The Town previously deemed the SHA eligible to apply for funding the SHT's small grants program; however, SHA Commissioners were not in favor of applying for funds. S. Cusolito asked the Board to reconsider based on a prospective project that might offer a significant partnership. She will follow up with the Town to confirm current eligibility.

Liaison Reports: CPC: S. Cline reported on the SHT's \$730K CPA funding request. SHT Trustee K. Cronin presented to the CPC, describing the intent to allocate funds to the 67-73 Nobscot Road project, rent relief and buy-downs. The CPC requested a budget of the SHT. Although not explicitly discussed, it is presumed that any allocation to the Nobscot project would be shared with SHA. The CPC has a self-

imposed annual funding cap of \$1.7M. It received request totaling \$3.1M. Under consideration are options to allocate funds over time.

SHT: A. Lepak was unable to attend the last Trust meeting. She believes the Longfellow Road property marketing to an eligible buyer is underway, with the intention of contributing funds to the approximately \$75K in repairs needed. If an eligible buyer is not found within a 90-day marketing period, the SHT may discuss options with the SHA.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

SHA Feasibility: S. Cusolito met with the CHA development team, which now includes a newly appointed senior planner in addition to the project manager, both overseen by M. Moran, Deputy Executive Director of Development. The team agreed to provide monthly reports in advance of meetings and to establish a biweekly meeting schedule. The team has met with Hancock Associates, as well as Leonardi Aray Architects, which is overseeing the Great Lake vacancy rehab work. The CHA plans to review three NOFAs recently published by the DHCD. One in particular seems to fit the SHA's general project goal.

67-73 Nobscot Road Feasibility Update: CHA provided a report based on review of Beals and Thomas work product and discussions with the firm. A constraint map was developed. Without relief from the NHESP, the buildable area is only 1.47 acres. CHA will seek an informal consultation with NHESP.

In this interim, an abutter has approached the Boy Scouts about purchasing the property. The Town will be kept apprised on the matter. Boy Scout contact Hank Rauch also reported that the owners have hired an environmental firm to undertake and NHESP filing on another portion of the property and will ask if the firm can assist with the parcel under study by the SHT and SHA.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the November 18, 2022 Regular Session. The time was 3:55 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger