

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

April 11, 2023

The SHA met in open session at 7:10 p.m. Those present: Interim Chair: S.Cline; Assistant Treasurer: A. Lepak; Member: J. Cowan; Member: S. Swanger; Executive Director: S. Cusolito

Not present: Vice Chair: T. Vitvitsky

Also present: Commissioner-elect Frank Riepe; Cambridge Housing Authority Consultant Matt Zajac (virtual); MVTO President C. Shelton

UNFINISHED BUSINESS

SHA Feasibility Study Update, Frost Farm: CHA offered to meet with the Board to review the February 3, 2023 memo it prepared on Frost Farm, distributed and discussed in February. CHA proposes to reduce the developable parcel footprint to avoid land use that is under the existing Frost Farm agreement, thereby simplifying the legal aspects of the development process. Two sample budgets were included: one for homeownership and one for rental development. It was recognized that ownership is outside the scope of SHA's mission; however, the proposed budgets demonstrate that either model is financially feasible. Proposed CPA funding for eight one-bedroom rentals is \$250K/unit (requires correction in the CHA memo). The unit count is reduced from Hancock's owing to the reduction in the proposed development footprint.

The DHCD periodically has funding rounds specifically for non-tax credit development, with a suggested minimum project size of eight units. CHA recommends specifically naming development at Frost Farm in either an amendment to the Town's Master Plan or in the Housing Production Plan, which is due to be updated this year. Specific mention is recommended to qualify for HOME funds. The project also relies on voucher subsidy. CHA's outreach to SMOC, primarily focused on Nobscot, suggests that a voucher request would be regarded favorably; however, it is DHCD that determines the allocation.

Commissioners clarified that this project is a Housing Authority project only, not involving the SHT. S. Cusolito asked about any additional work required of Hancock or any action items for the Board. Mr. Zajac suggested requesting a revised draft plan from Hancock based on the reduced parcel footprint. He recommends first discussing site control with the Town. Commissioner Swanger mentioned an interest in talking with the Frost Farm community as well, particularly in light of a recent inquiry from its residents. Mr. Zajac encouraged him to discuss the matter with Planning Director A. Duchesneau, who received the inquiry. S. Cusolito also responded to an inquiry received by email from the Frost Farm leadership.

67-73 Nobscot Road Feasibility Update: A. Lepak requested CHA review the numbers of the pro forma. Mr. Zajac assured that none of the possible corrections change the overall picture. Mr. Zajac has prepared an update memo for the Nobscot Subcommittee that will circulate tomorrow. It will address questions posed at the Subcommittee's last meeting, including income and rent limits in the area; calculation of affordable ownership sales prices and funding sources; comparison of funding for rental and ownership developments; the NOFA PHN 2022-20; an overview of Nobscot development options and costs; and evaluation of how competitive a project at Nobscot would be for gap funding.

The Subcommittee's key considerations include the bedroom mix, ownership and rental ratio, use of the 705 NOFA, and level of CPA funding to be committed.

705 Redevelopment: S. Cusolito noted that a follow-up discussion with DHCD about the SHA's plans for 21 Great Lake, currently under a vacancy waiver, was originally slated for April. Mr. Zajac reported that

CHA PM Emily Horgan is preparing a proposal for submission to the both the development and housing management divisions of the DHCD.

DIRECTOR'S REPORT/CONSENT AGENDA

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

The Consent Agenda included the following resolution:

- Approve the checks written in March 2023

UNFINISHED BUSINESS

Municipal Engagement Lite: S. Cusolito met on March 20 with Town Planner Adam Duchesneau and Assistant Ryan Poteat, who has started the application process. Assistance, in addition to garnering support for prospective development, includes community engagement for the Housing Production Plan update. R. Poteat will take the lead and will follow up with SHA for specific information if necessary.

NEW BUSINESS

ARPA Contract for Financial Assistance: A motion was made by S. Swanger, seconded by A. Lepak, and unanimously re-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. Cline, interim chairperson, to sign on behalf of the Sudbury Housing Authority.

The signers were incorrect on the original CFA, voted at the November 8, 2022 Regular Session.

FISH 288072, Air-Source Heat Pump Evaluation Work Order & Fee Proposal: A motion was made by J. Cowan, seconded by A. Lepak, and unanimously voted, to approve the design fee proposal of BLW Engineers in the amount of \$5,000 for the Scope of Services as outlined.

The SHA has experienced a number of failures of the heat pump systems installed in 2017. This will be the second study of the systems, which were installed only considering the heating cycle. Most failures occur in cooling season and seem related to being oversized, improperly charged, and relying too heavily on condensate pumps.

FYE24 Fee Accountant Contract: A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve the contract between the Sudbury Housing Authority and Milne, Shaw and Robillard for FYE24 accounting services as presented, and to authorize S. Cusolito to sign on behalf of the Housing Authority.

The contract represents a 5% increase in costs over FYE23.

PHN 2023-03, Wage Match For State Housing Tenants Program, Certification: A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adopt the Wage Match Program and to certify that the Sudbury Housing Authority has read and understands the requirements of the program and the penalties for non-compliance; and commits to maintaining employee acknowledgements as outlined on the Executive Director/board Approval Regarding Wage match signature page; and to authorize Executive Director S. Cusolito and Chairperson S. Cline to sign on behalf of the Housing Authority.

Housing Production Plan Member Assignment: A. Lepak volunteered to serve as the SHA's Member.

SHA/MVTO Financial Relationship: The MVTO applied for a grant to the Sudbury Foundation and learned that it must have a financial sponsor that qualifies to receive funding because it is not a non-profit/does not hold tax-exempt status, as required by the Foundation. S. Cusolito was unsuccessful in identifying other LHAs where the LHA serves in that capacity, nor was information from the DHCD or fee accountant received in support of such an arrangement. Both the DOR and IRS were contacted, with a suggestion that the MVTO file for non-profit status. As this information had previously been conveyed, it was not reiterated to the MVTO. MVTO President C. Shelton encouraged the Board to consider such a sponsorship. Commissioners offered some alternative suggestions. No other action was taken.

Liaison Reports: **SHT:** A. Lepak reported that the SHT will meet on Thursday. Some discussion of a land donation offer from the Hall estate will occur. The parcel is located at Hillside Place/Clifton Road and includes some challenging topography for development. The Planning Board will also take this under consideration at its next meeting.

CPC: S. Cline reported that the Nobscot request will not appear on the Consent Agenda.

OPEN FORUM

No comments.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adjourn the April 11, 2023 Regular Session. The time was 9:05 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger