

SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

February 14, 2023

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

Not present: Treasurer: J. Cowan

Also present: Fee Accountant Jenna Milne

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 resolutions:

- Approve the minutes of the December 13, 2022 Regular Session
- Approve the minutes of the January 10, 2023 Regular Session
- Approve the checks written in January 2023
- Approve the FYE23 Q3 Financial Report

NEW BUSINESS

FYE24 Budget Proposal: Fee Accountant Jenna Milne presented the proposed budget. The DHCD is providing for a 9% increase in the ANUEL and 5% on administrative salaries. Both increases are atypically high. Maintenance salaries are determined by the Department of Labor and are approximated pending receipt of rates from DLS. Projected income from rents and interest rates was increased to reflect current trends. All administrative salary lines were increased. The ED salary qualifies for an increase of just under 4%. Increases exceeding 5% on the other administrative salary lines is proposed, in hopes of aligning pay with responsibility and attracting and retaining qualified applicants. As SHA is a retained revenue housing authority, the hope is the DHCD will approve the excess, as it has in the past. With the five-year grant renewal for the RSC position and the increased funds earmarked for salary, both the hours and pay rate were increased.

DHCD sets the reimbursement limits (*e.g.*, legal) or fees (*e.g.*, AUP) for some expense lines. The projections for contract costs and maintenance supplies are increased to reflect increases in both general costs and the impact of deferred maintenance resulting from the pandemic. Non-routine maintenance costs also reflect the significant increases in costs for labor and materials, including a 705 vacant unit capital improvement project that the State is not funding. The unit is also part of SHA's feasibility study. The proposal is to fund the line, *if* the turnover work will be pursued, through previously voted restricted reserves. Although the proposed expense lines significantly reduce SHA's reserves, the Authority will still exceed the minimum 35%. One hope is the budget proposal will inspire a dialogue with DHCD, particularly around the vacant unit rehab.

New Duplex and SHALIP programs show healthy revenue projections. The New Duplex non-routine maintenance numbers were updated over those distributed and will be distributed as updated.

A motion was made by S. Swanger, seconded by T. Vitvitsky and unanimously voted, to approve the proposed operating budgets for the New Duplex and SHALIP programs, as presented.

A motion was made by S. Swanger, seconded by T. Vitvitsky and unanimously voted, to approve the proposed operating budget for state-aided housing of the Sudbury Housing Authority (c. 667 & c. 705), program number 400-1 for fiscal year ending 3/31/2024 showing total revenue of \$790,272 and total expenses of \$799,954, thereby requesting a subsidy of \$53,000; and further that the Executive Director's total annual salary of \$64,898 for fiscal year ending 3/31/2023 be submitted to the Department of Housing and Community Development for its review and approval.

The \$53,000 subsidy reflects the \$50,000 RSC grant and \$3,000 legal fees reimbursement limit.

FYE24 MVTO Budget Proposal: A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to approve the FYE24 MVTO budget as presented, funding pending review and approval of all FYE23 budget expenses.

Fair Housing Marketing Plan: A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to approve the Fair Housing Marketing Plan for State-Aided Public Housing as presented.

Language Access Plan: A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the Four Factor Analysis & Language Access Plan as presented.

Reasonable Accommodation & Modification Policy and Procedures: S. Cline requested alignment of the language in Part B, Procedure 1 with the language in the associated form, Attachment 1. An updated draft will be prepared for approval at the March 14, 2023 Regular Session.

Liaison Reports: SHT: A. Lepak reported that at its January 12, 2023 meeting, the SHT voted in favor of submitting an application for CHAPA's Municipal Engagement Lite program that could be a joint undertaking with the SHA. Some concern was expressed about the timing of forums for the Housing Production Plan and the ME Lite initiative. S. Swanger suggested that the more comprehensive ME program might be more appropriate if the timing and scope support it. S. Cusolito will reach out to clarify roles and timing for the undertaking.

The Select Board approved the reallocation of \$75K from the mortgage assistance program to emergency rental assistance. No changes to the rental assistance program were approved of the three under consideration: increasing the gross income limit to 50% AMI; allowing second requests for funding; allowing renewals.

The SHT also met on February 9. Changes to the emergency rental assistance program were not discussed. Approximately \$400K has been distributed for this purpose. The insurer for the damaged Habitat for Humanity unit on Dutton Road will cover costs related to damage. The condo documents will be revised, and the unit sold to an affordable buyer.

CPC: No updates following submission of warrant articles for Town Meeting.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

Municipal Engagement Lite: Discussed under Liaison Reports.

SHA Feasibility Study Update: The February 3, 2023 Frost Farm memo from CHA was discussed. Commissioners were generally encouraged with the development potential, even with the reduction in the area to be developed. The smaller footprint allows for development as a new project; whereas, developing the area defined by Hancock would require modifications to the existing special permit. The latter would

also trigger condo approval requirements for certain undertakings. Commissioners expressed concern with the proposal to develop ownership units on the site. S. Cusolito noted that ownership proposal may have merit when considering all opportunities under active consideration at this time.

67-73 Nobscot Road Feasibility Update: The CHA prepared revisions to the proposed site plan that retain consideration for the Eastern box turtle habitat requirements and the number of units. Revisions were based on input from both the Conservation Commissioner and the Fire Department. The access road width was increased, resulting in adjustments to the wetland buffers, and the septic leaching area was also updated and moved. There is some question about which driveway easement will be utilized.

A Subcommittee meeting is being scheduled, after which it is expected that more detailed financial information will be provided.

MEMBERS' FORUM

ADJOURN

A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to adjourn the February 14, 2023 Regular Session. The time was 8:46 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky