

## SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO  
Executive Director

### MINUTES OF THE REGULAR MEETING

January 10, 2023

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

#### **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 as presented.

The Consent Agenda included the following resolutions:

- Approve the checks written in December 2022

#### **NEW BUSINESS**

**FYE23 Budget Revision:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the FYE23 budget revision as presented.

**Annual Town Election: Board Vacancy:** Nomination papers are due to the Town Clerk by February 1. Commissioners are considering outreach via a community email blog. T. Vitvitsky reported on outreach to a potential candidate.

**Board Member Positions:** A motion was made by T. Vitvitsky, seconded by J. Cowan and unanimously voted, to appoint S. Cline to complete the term of S. Swanger as SHA Board Chairperson.

S. Swanger asked if another could complete his term—which ends May 31, 2023—as Chair, given some additional commitments on his time.

**Community & Unit Building Automatic Door Installation:** A motion was made by S. Cline, seconded by J. Cowan, and unanimously voted, to approve a contract with Pasek Security, not to exceed \$9,395.79, for installation of automated door and security equipment.

The work expands on the installations Pasek performed under FISH 288061 on the Community Building and includes adding automation to the front entry of Building 10. The work also incorporates features requested under a Request for Reasonable Accommodation/Modifications. Community Building security will also be upgraded.

**New Duplex Rent Waiver:** A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve a waiver to the increase on the tenant portion of rent for a Sudbury Duplexes HUD mixed-status family and accept the increased subsidy from South Middlesex Opportunity Council, for a total rent of \$2,318.

New rents for the Sudbury Duplex program became effective on January 1. S. Cusolito requested Board consideration of a waiver for a HUD mixed-status resident, as program requirements already pro-rate the tenant portion of rent for HUD mixed-status families to greater than 30% of income. The loss to SHA is \$416/month. SHA will monitor the resident's status for anticipated changes.

**Liaison Reports:** **CPC:** The Housing Trust allocation request was approved with a modification to portion the \$730K request over two warrant articles, one for \$292K, the housing “10%”, and the second for \$438K for Nobscot. If by Town Meeting it’s known that Nobscot is not feasible, the second article can be pulled.

**SHT:** A. Lepak reported that the SHT will meet January 12. A January 4 meeting to discuss the emergency rental assistance program was canceled.

## **OPEN FORUM**

Village resident C. Colby expressed concern about how the washer & dryer funds will be maintained now that the Musketahquid Village Tenants’ Association has dissolved.

## **UNFINISHED BUSINESS**

**67-73 Nobscot Road Feasibility Update:** A memo summarizing Cambridge Housing Authority’s pre-filing meeting with the NHESP was encouraging with respect to impact on the Eastern box turtle’s habitat. The NHESP recommends submission of the official filing, including a draft turtle protection plan, once a concept plan has been created. Construction would require planning around execution of the turtle protection plan.

A meeting with Conservation Commissioner Lori Capone is scheduled for January 12. S. Cusolito will attend, along with CHA and Director of Planning and Community Development, Adam Duchesneau.

Commissioners discussed funding for the predevelopment phase, with CPA funds as the most likely source. CHA will assist with identifying mechanisms to leverage those funds. At this time, no information has been received defining costs to perform design and cost estimate analysis. The issues with the driveway likely require further resolution prior to design work.

S. Swanger will request that Town Planner A. Duchesneau schedule the Nobscot subcommittee to meet. S. Cline suggested discussing if CPA administrative funds can be utilized to cover costs for the next study phase, noting that the funds do not require a Town Meeting vote.

**SHA Feasibility:** S. Cusolito met with CHA and DHCD on January 9, with a focus on Great Lake. CHA proposes modular duplex development, which met with favor from DHCD. Funding sources for projects of a scale and nature as SHA will undertake were discussed, as was the idea of one unit remaining a state unit, supported financially by the other unit. Bureau of Housing Development and Construction F. Razzaq will facilitate the communication between SHA and the Division of Public Housing regarding the feasibility timeline. She stated that the DHCD would not be in favor of demolishing the unit at such an early stage. It is hoped that by April, a draft response to the 705 repositioning NOFA will be available for review and sufficient information will have been obtained to know if development is feasible. If development is feasible, on advantage will be the creation of units to which current residents of the others under study could relocate. If development is not feasible, the SHA will commence with renovation of the currently unoccupied unit to prepare it for a tenancy.

The CHA plans to submit a report for Board review prior to its February 14 meeting. S. Cusolito will request and update on Frost Farm.

## **MEMBERS’ FORUM**

### **ADJOURN**

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to adjourn the January 10, 2022 Regular Session. The time was 8:20 p.m.

Yes: S. Cline  
Yes: J. Cowan  
Yes: A. Lepak  
Yes: S. Swanger  
Yes: T. Vitvitsky