

## SUDBURY HOUSING AUTHORITY

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Executive Director

### MINUTES OF THE REGULAR MEETING

December 19, 2023

The SHA met in open session at 7:00 p.m. Those present: Chair: T. Vitvitsky; Vice Chair: A. Lepak; Treasurer: S. Cline; Assistant Treasurer: S. Swanger; Member: F. Riepe (7:30 p.m.); Executive Director: S. Cusolito

#### MINUTES

The July 12, 2023 minutes were tabled to confirm the language of the vote on 67-73 Nobscot, which was the same language of the vote taken by the 67-73 Nobscot Road Subcommittee.

#### FINANCIALS

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the checks written in November 2023.

The October 2023 financial report was presented.

#### NEW BUSINESS

**FYE25 Annual Plan Public Hearing:** T. Vitvitsky commented on the high ratings of SHA's work relative to other housing authorities. A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the FYE25 Annual Plan as presented.

C. Shelton asked if everything that was in the capital plan reviewed with the MVTO is still included. S. Cusolito confirmed that no changes had been made and that the priority project, the 667 fire alarm upgrade, is already underway.

**State-Aided Property, Boiler & Machinery and Crime Insurance Renewal:** A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the payment of \$22,544 for renewal of the referenced insurance coverage for the State public housing portfolio.

The EOHLC solicits the policy for all local housing authorities.

**FISH 288066, 667 Kitchen Ventilation: Change Order #1:** Tabled.

**FISH 288071, 667 Fire Alarm Upgrade Work Order & Medical Alert System:** The site visit to assess existing conditions occurred earlier this month. The Work Order was received yesterday. Also received yesterday was a notification from the medical alarm monitoring company that the test signals were not activating. The company reported several other failures in the recent past. S. Cusolito tested equipment in some vacant units. Although the signals were returned in these instances, there is a concern around unreliability of the equipment. For that reason, she requested that the remainder (approximately 2/3) of the pull cords be decommissioned with the fire alarm upgrade. Like the main fire alarm system, the direct-bury wiring for the medical alerts, is failing. S. Cline asked about alternate medical alert systems. The State now recommends the personal alert systems; moreover, the Sudbury Fire Department is in favor of

decommissioning, given the vast majority of calls are false alerts. The EOHLC authorized decommissioning in 2014. A stop-gap measure involving the installation of a cellular communicator for the medical alert system will be taken until FISH 288071 is underway.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted to approve the Work Order for FISH 288071, 667 Fire Alarm Upgrade and the installation of a cellular communicator for the medical alert system until the system can be decommissioned.

The cost of the cellular communicator installation is \$479. An additional \$12/month for monitoring will be incurred.

**New Duplex Rent Waiver:** A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to approve the continuation of rent waivers for the two HUD mixed-status families until such time that the status changes.

The current rent increases result from the January 1, 2024 implementation of the rent increase requested by the SHA. The tenant portion of rent for all others is unchanged.

**Board Member Mandatory Training:** All Commissioners received notification of the new mandatory board member training that apparently assigns S. Cusolito as the responsible party for ensuring completion of the training. Failure to complete the training results in a finding on the Performance Management Review.

**Liaison Reports:** SHT: Following the Joint Meeting on December 14, the SHT discussed the housing bill, which will allow for accessory apartments by right, rather than special permit. Like many other communities, the MBTA Communities work is not on schedule and might result in a request for the legislature to push the date out. The Planning Department plans to submit an article for the May Town Meeting.

Housing Production Plan: A community meeting is scheduled for December 13.

CPC: S. Cline reported that SHT Chair C. Gentile presented the SHT's funding request at the December 6 meeting, which originally asked for more than \$1M. The request was ultimately reduced to \$400K to put toward an affordable ownership unit. S. Cline presented the SHA's proposal at the November 15 meeting.

## **OPEN FORUM**

D. Alkins, Musketahquid Village resident and Vice President of the MVTO, asked how the decommissioning of the medical alert system arose. S. Cusolito stated that there is a statewide recommendation to decommission existing systems and that installation of new systems would not be approved because they do not meet the recommended standard. Both he and MVTO President C. Shelton commented that there are people at the Village who can't afford the personal alerts and wondered who would pay for them. S. Cusolito suggested contacting the Executive Office of Elder Affairs. She also noted that in most units, the cords are taped up, so unavailable in cases of emergencies, and that the majority of alerts to emergency services are false. The residents take issue with the fact that the Housing Authority does not plan to provide an alternative because it isn't required to do so. S. Cusolito noted that those considerations are a matter of policy outside the scope of the current work on the fire and medical alarm systems.

D. Alkins announced the installation of new washers and dryers purchased with a grant from the Sudbury Foundation, administered by Marlborough Community Development Corporation.

## **UNFINISHED BUSINESS**

### **SHA Feasibility Study, 705 Redevelopment:**

Task Order #1 Closeout: CHA provided an annotated version of Task Order #1. A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the closeout of Task Order #1 for the 705 redevelopment feasibility study and to authorize a payment to Cambridge Housing Authority of \$5,700.25.

PHN 2023-19, Public Housing Innovations 2024 NOFA: S. Cusolito provided a link to the pre-application that was submitted November 24.

Interim Conveyance memo: CHA also provided an internal memo outlining the steps for an interim conveyance of Great Lake and Oakwood to a private LLC connected to SHA. This would allow for exemptions to parts of the public procurement process. There are some questions related to the conveyance mechanism that CHA would like its contracted legal team, Nolan, Sheehan, Patten, to address with SHA's authorization. CHA would be the direct contact with the attorneys. Commissioners questioned how much of the reimbursable legal budget would be absorbed by questions around conveyance and how costs would be monitored. S. Cusolito commented that she requested CHA bill more regularly and call out requested work that is outside the scope of the Task Order. The conveyance request must be made to and approved by the EOHLC. Commissioners asked if the LLC is subject to open meeting law.

S. Cusolito and CHA will work with the Town of Sudbury to ensure that the PILOT tax relief will continue through the redevelopment of the properties.

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to authorize formation of Sudbury Pine Lake LLC, a Massachusetts limited liability company, which purpose is to foster the development of affordable housing through the redevelopment of 21 Great Lake Drive and 8 Oakwood Avenue.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to authorize Cambridge Housing Authority to engage Nolan, Sheehan, Patten LLP (NSP) through its House Doctor contract for legal services in connection to formation of the LLC and conveyance actions; including drafting and review of a ground lease and any ancillary legal documents prepared for review and approval of the SHA Board.

After further discussion, a motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to retract the authorization for NSP to draft ground lease and ancillary documentation, until such time as the conveyance mechanism is better defined.

At this time, Commissioners agreed to hold on authorizing a conveyance request memo to submit to EOHLC.

**67-73 Nobscot Road Feasibility:** Beals + Thomas has started the additional analysis of design constraints that do not rely on building layout, but requested SHA consider which layout, the original or that provided by Commissioner F. Riepe, it prefers to better inform design decisions. Commissioners expressed a preference for the additional Beals + Thomas driveway engineering work to utilize a layout provided by Commissioner Riepe that had not been formally discussed by the SHA Board.

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to request Beals + Thomas base additional driveway engineering work on the layout provided by Commissioner F. Riepe.

Task Order #1 Closeout: CHA provided an annotated version of Task Order #1. SHA was credited \$1,232.50 for hours pre-dating the additional hours request dated August 30, 2023, resulting in a zero balance through September 30, 2023.

FY24 Nobscot CPA fund allocation to SHT: S. Cusolito reported that by her accounting, which was provided to L. Rust, approximately \$8K remains of the \$70K committed by the SHA and SHT under the two Agreements between the parties. These funds will be expended on the Beals + Thomas additional work prior to utilizing the FY24 CPA funds; however, it was unclear from the December 14, 2023 joint meeting of the SHA and SHT how the allocated funds would be accessed and what role SHT will play. S. Cusolito outlined that she will confer with Planning Director Adam Burney and likely submit invoices to that department, either for reimbursement, or to pay vendors such as CHA directly.

## **DIRECTOR'S REPORT**

Cash Receipts: The cash receipt report was presented.

Vacancies: There are 11 total vacancies at the Village. SHA is working with Taunton Housing Authority on the waitlist aspect of filling the units, but was not able to engage another housing authority for turnover work.

Evictions: No new actions.

Maintenance: Candidates for the full-time position were interviewed, but the top candidate is no longer interested in the position.

## **MEMBERS' FORUM**

S. Cusolito asked that Commissioners not distribute emails to all others. She suggested they either send email to the Chair, who can decide on agenda items, or to S. Cusolito, who can confer with the Chair about distributing the information to the Board.

## **ADJOURN**

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the December 19, 2023 Regular Session and move to Executive Session to discuss potential liability, for to do so in open session may compromise the position of the Housing Authority, not to return to open session.  
The time was 9:15 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: S. Swanger

Yes: T. Vitvitsky