

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

February 13, 2024

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

Also present: Fee Accountant Jenna Milne; Northeastern University and Sudbury resident Matthew Blicher, a policy major currently enrolled in a housing policy course

Absent: Assistant Treasurer: S. Swanger

MINUTES

None.

FINANCIALS

A motion was made by F. Riepe, seconded by A. Lepak, and unanimously voted, to approve the checks written in January 2024.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the FYE24 Q3 Financial Report.

The FYE24 Q2 MOD report was presented.

NEW BUSINESS

FYE25 Budget Proposal: Accountant Jenna Milne outlined some of the highlights in this year's budget preparation. Of note is that in place of a flat increase in the ANUEL, the state provided variable increase, 13% for the 667 program and 7% for the 705 family program. This represents an increase in spending of up to \$41,200. Administration salary increases up to 7% are allowed, except the executive director, which is limited to under 2%. A new administrative position has been added to cover bookkeeping and office management functions. It will be funded by the non-state programs. The bookkeeping function was formerly carried out by the occupancy specialist; however, it has been a challenge to identify a sufficiently qualified individual to handle these diverse functions. Moreover, the occupancy work consumes significantly more time than the combined position allows for. The maintenance labor rates have not been published yet, requiring an estimate and a budget revision if the estimate differs significantly from the new rate. S. Cusolito noted that she hopes to create a second full-time maintenance position at a lower hourly wage in response to the significant volume of work that cannot be completed with one full-time and one 18-hour per week position. The reserves estimate is 91%, excluding the voted restricted reserves.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve FYE25 proposed budget for State-Aided Housing (c. 667 and c. 705), Program 400-1, as presented and in the words of the certification as read.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices.

Liaison Reports: CPC: S. Cline reported that she'll be away on the final day of Town Meeting. She asked for a volunteer to make the presentation for the SHA's CPA funding application if the article is removed from the consent agenda. F. Riepe volunteered.

SHT: A. Lepak reported that the ARPA funds utilized for rent and mortgage relief have been expended. The SHT is exploring establishing a revolving fund for the program. Trustee John Riordan would like to attend the anticipated meeting with Beals + Thomas related to the site work costs.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

FISH 288066, 667 Kitchen Ventilation: Change Order #3: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve Change Order #3, Additional costs, for installation of ADA under-counter fan switches at a cost of \$1,639.03.

SHA Feasibility Study, 705 Redevelopment: There were no comments from commissioners on the drafted full application response to the Public Housing Innovations NOFA, which will be finalized tomorrow. Meetings with the Town Planner; Town Manager and Director of Assessing; as well as with two of three affected households, were completed. A letter of support for the project from Director of Planning and Community Development Adam Burney will be included with the application. The SHA has submitted an agenda request for the March 26, 2024 Select Board meeting to introduce the project and outline the need for the continuation of PILOT payments following redevelopment. The households who met to learn more about the project are also interested in participating in the upcoming abutter information sessions. S. Cline recently spoke with two abutters, both of whom expressed enthusiasm for the project.

Two members of HLC's Division of Rental Assistance will visit SHA on Thursday to provide an overview of Project-Based Vouchers and administration of such programs by SMOC. Although the meeting relates to the New Duplex program, the 705 Redevelopment project includes a request for four PBVs that will likely also be administered by SMOC. Some clarification is expected on the need to form a LLC in order for the SHA to receive PBVs. S. Cusolito commented that the currently proposed project is utilizing the PBVs in some part to subsidize the four replacement 705 units, resulting in a very different operating financial profile compared with the New Duplex program. She hopes to gain some clarification from CHA when she meets to finalize the application. Commissioner Cline asked if the grant will have a sunset clause that would require an accelerated development timeline.

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the final application for the project entitled Redevelopment of Single-Family Homes in response to PHN 2023-19, Public Housing Innovations (PHI) Notice of Funding Availability (NOFA), and to authorize S, Cusolito to submit the application on behalf of the Sudbury Housing Authority.

67-73 Nobscot Road Feasibility: S. Cusolito reported that Beals + Thomas is available to meet the week of February 26 to discuss its work under the contract extension. She also noted that the \$7,500 approved for the additional engineering analysis has been expended and that there is a fee estimate of \$750 associated with an on-site meeting. The firm also offered that SHA could approve a budget that could cover any additional tasks, but she thought at this time that a proposal limited to the meeting would suffice. CHA

communicated in late January its opinion on the additional engineering work and that it would step off involvement on the Nobscot project until such time as SHA has obtained site control and determined an overall direction for the site. CHA is willing to consider SHA-proposed authorizations for additional consulting hours to assist with discrete tasks. Commissioners requested clarification on the meaning of *site control* and *overall direction*.

Hard copies of the additional work and the original analysis have been delivered. S. Cusolito sent Attorney Josh Fox copies of the votes related to negotiating with the Boy Scouts.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

Willis Lake Rent Increase Request: SMOC approved a rent increase of \$550, to \$3,100. The Town and LIP division of HLC must also approve the rent. The tenant portion was not provided. S. Cusolito noted the disparity between the rents allowable through PBVs and those allowable with a mobile voucher, with the PBV rents consistently higher.

Capital Improvement Plan: The CIP was approved; however, the costs for the 667 fire alarm project require that the plan be modified. The only other project that can proceed at this time is replacement of the water main gate valves at the Village.

Sudbury Sustainability Initiative: SHA received outreach from Sudbury's sustainability coordinator in hopes of engaging residents in an initiative focusing on climate change resiliency. Stipends are available to eligible participants.

FISH 288071, 667 Fire Alarm Upgrade: There's been no word on the review of the schematic design.

FISH 288066, 667 Kitchen Ventilation: The Certificates of Substantial and Final Completion should be available to vote at the March 12 Regular Session. The project will then enter the warranty phase.

FISH 288079, 667 ADA Flooring Installation: The project has completed.

FISH 288080, 667 ADA Door Operators Installation: The project has completed; however, the new remote push pad was not keyed to the same locks used in the previous installations. SHA has not received a response from the contractor.

MEMBERS' FORUM

Referring to a proposed statement to be circulated by Commissioner Cline to the League of Women Voters, T. Vitvitsky, commented on the need to emphasize that SHA operates its programs with rent revenue and without subsidy. S. Cusolito noted that PILOT may be considered a subsidy, but that such is available to other entities, such as educational institutions and houses of worship, for example.

ADJOURN

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the February 13, 2024 Regular Session. The time was 8:30 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: T. Vitvitsky