

SUDBURY HOUSING AUTHORITY

55 HUDSON ROAD
SUDBURY, MASSACHUSETTS 01776
director@sudburyha.org

SHEILA M. CUSOLITO
Executive Director

PHONE: 978-443-5112
FAX: 978-443-5113

MINUTES OF THE REGULAR MEETING

January 9, 2024

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

Absent: Assistant Treasurer: S. Swanger

MINUTES

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the minutes of the July 12, 2023 Regular Session.

The language of the vote on 67-73 Nobscot Road negotiations with the Boy Scouts that originated from the 67-73 Nobscot Road Subcommittee was confirmed.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the minutes of the August 8, 2023 Regular Session.

FINANCIALS

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

The November 2023 financial report was presented.

NEW BUSINESS

2024 Meeting Calendar: A motion was made by F. Riepe, seconded by S. Cline, and unanimously voted, to approve the 2024 meeting calendar as presented.

FISH 288066 667 Kitchen Ventilation: Tabled.

Change Orders #1 and #2: Change Order #1 authorizes the return of the 24-in hoods in exchange for hoods sized to fit the space available at a cost of \$3,954.79. Change Order #2 authorizes the additional costs for installation of PVC mounting block around the ductwork where it exits the building, at a cost of \$9,065.54.

In SHA's view, neither Change Order arose from unforeseen circumstances; however, S. Cusolito indicated that SHA is still required to pay for the work under the scope of each Change Order. Commissioner F. Riepe asked for additional back-up on the charges, as well as access to the general construction and engineering contracts, prior to approving the Change Orders.

FISH 288077 2 Beechwood Exterior Improvements: Certificates of Substantial and Final Completion: The contractor and architect were unresponsive to follow-up on issues reported by the tenant, largely related to working outside permitted hours and property damage from unauthorized use of power at the site. Ultimately, the owner of FRG communicated that the site crew forgot the generator, necessitating use of

the power on site and that FRG would cover associated electric costs by reimbursement to the tenant. The costs for property damage were previously deducted from a payment to FRG.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the Certificates of Substantial and Final Completion on FISH 288077 2 Beechwood Exterior Improvements, and authorize S. Cusolito to sign on behalf of the SHA; and to hold final payment of \$11,209.50 to FRG Contractor Corp pending resolution of tenant damage complaint against FRG Contractor Corp.

FISH 288071 667 Fire Alarm Upgrade: The engineering site visit occurred on January 5. S. Cusolito requested the HLC-assigned engineer perform an exhaustive review of existing conditions to curtail inaccuracies in the design plan. She also arranged for Sudbury Assistant Fire Chief Choate to meet with the engineer to make specific recommendations. ARPA funds will cover part of the cost for the project and must be expended by the end of this calendar year. The balance of costs will be paid from Formula Funding.

Formula Funding Administrative Fees: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve year-to-date payments of capital project administration fees to Sheila Cusolito in the amount of \$5,376, or as determined by the Department of Housing and Community Development, for FISH projects 288066 (\$4,224), and 288077 (\$1,152).

2023 Annual Town Report: A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve and sign the 2023 Annual Town Report.

Annual Town Election and State Appointee: S. Cline is submitting papers to run for reelection to the SHA Board. S. Cusolito will initiate the process to have A. Lepak continue as the State Appointee. Her term ends mid-July.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices, including PHN 2024-01, which outlines proposed changes to 760 CMR 6.00, Occupancy Standards. This is the public comment period.

Liaison Reports: CPC: S. Cline reported that the CPC approved SHA's funding application for \$450K with little comment. There were two applications for which additional information was requested: SHT's submission and that for the Parkinson Field driveway. These funding requests might be reduced to fit the overall budget. The additional information is due by January 17th, with a Warrant deadline of January 31.

SHT: A. Lepak stated she will bring up the Nobscot billing when the SHT meets on January 11. S. Cusolito reported she and L. Rust reconciled the expenditures related to Nobscot. Under the two Agreements between SHA and SHT, the funds are sufficient to cover the \$7,500 for the Beals + Thomas additional engineering work, leaving a small balance. She recommends all subsequent invoices be covered by the FY24 CPA fund allocation to the Trust for Nobscot. F. Riepe inquired of Attorney Josh Fox about the \$25 overcharge for the appraisal and was advised that this would be rectified when SHA is billed.

OPEN FORUM

K. Knowles, Musketahquid Village resident, asked if the funds for the fire alarm system would be used for that purpose, which was confirmed.

UNFINISHED BUSINESS

SHA Feasibility Study, 705 Redevelopment: S. Cusolito and CHA participated in a meeting with EOHLC that suggested the project would receive funding; however, HLC seemed to suggest the funding

would derive from the 705 Repositioning NOFA, not the Public Housing Innovations NOFA. CHA followed up to emphasize that the 705 redevelopment does not include selling units for affordable homeownership and that the Nobscot feasibility work continues, even in the absence of a funding award. Notwithstanding some confusion around disposition of 705 units for affordable homeownership, SHA was invited to submit a full application for the PHI 2024 funding round. Applications are due by February 15. Specific requests to SHA include advancing zoning considerations for the net new units and additional detail for the proposed bedroom-count profile. S. Cusolito is working with CHA to draft memos to both the Town Manager and the Town Planner, with a request to meet to introduce the project and gauge support around zoning and continuation of PILOT, the latter, a requirement of the anticipated conveyance of the properties to the Sudbury Pine Lakes LLC, voted at the December 2023 Regular Session. These and other elements of the community engagement plan were presented in draft form.

S. Cusolito noted that the existing portfolio and the wait list profile align in that both reflect the higher need for two-bedroom units, followed by those with three bedrooms; however, the existing portfolio does not address the significant need for non-age restricted one-bedroom units, which is greater than the need for four-bedroom units. S. Cusolito provided a data analysis to CHA for its review and suggested more explicit language in the application around consideration of three-/one-, as well as two-/two-duplexes that will also underscore that the Hancock work depicting four two-/two-duplexes is conceptual only.

A determination concerning the type of conveyance has not been made.

67-73 Nobscot Road Feasibility: The additional engineering analysis requested of Beals + Thomas is expected later this week. Following its delivery, a meeting with Beals + Thomas is anticipated. The results are expected to be shared with the SHT. The property appraisal was also received. According to CHA legal counsel, this can be considered exempt from open-meeting discussion until an agreement is in place. Contact information for Hank Rauch, who has represented the Boy Scouts, will be provided to attorney Josh Fox; however, until the engineering analysis is complete, the Commissioners do not anticipate being in a position to negotiate a purchase price.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

RSC Report: The quarterly RSC report was presented.

SMOC Meeting: S. Cusolito will meet with representatives from SMOC to discuss the removal of 11 Ford Road from the HAP contract, as well as its anticipated re-addition as a result of the recent lease-up.

Supportive Housing Grant: SHA was one of 15 applicants, but was not selected for the grant, which will be administered by Springwell. Funding was available to ten applicants, with a primary interest in supporting those agencies without any resident support services. Because SHA has a Resident Service Coordinator, it is not surprising that it was unsuccessful obtaining the grant.

Vacancies: SHA was not successful in housing any applicants during the 90-day Vacant Unit Initiative, which ended December 31. SHA continues to work with Taunton Housing Authority on vacancy screening.

Evictions: No new actions.

Maintenance: Continued focus on vacant unit turnover work, including overseeing contractors, continues.

Medical Alert System Interim Installation: SHA will pursue the installation of a wireless alert system to offset the apparently undependable landline-based system, which has failed several test alerts in the recent past.

FISH 288068, 667 & 705 Attic Insulation: The project is reaching the end of the warranty phase, which generally calls for a follow-up visit by the design architect.

ADA Capital Projects: SHA received the award letter for two projects added last fall in response to Requests for Reasonable Accommodation/Modification. FISH 288079, 667 Installation of automatic door openers, was approved at \$12,493. FISH 288080, 667 Flooring replacement, was approved at \$6,124.

MEMBERS' FORUM

T. Vitvitsky reported that a delivery truck nearly knocked the downspout off her building, which is particularly vulnerable given the width of the road and the sometimes excessive speed of drivers.

S. Cusolito mentioned that her brother, who works with municipalities as an emergency management consultant and trainer, offered to update SHA's emergency management plan at no charge. She is not sure if there would be any conflict, but Commissioners regarded the offer favorably.

ADJOURN

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the January 9, 2024 Regular Session and move to Executive Session to discuss property acquisition, for to do so in open session may compromise the position of the Housing Authority, not to return to open session. The time was 8:40 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: T. Vitvitsky