

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE SPECIAL MEETING

January 23, 2024

The SHA met in open session at 7:15 p.m. Those present: Chair: T. Vitvitsky (by phone); Vice Chair: A. Lepak (meeting facilitator); Treasurer: S. Cline; Assistant Treasurer: S. Swanger; Member: F. Riepe; Executive Director: S. Cusolito

MINUTES

None.

FINANCIALS

None.

NEW BUSINESS

FYE24 Budget Revision: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve FYE24 Budget Revision #1 for State-Aided Housing (c. 667 and c. 705), Program 400-1, as presented and in the words of the certification as read.

FISH 288071 667 Fire Alarm Upgrade Fee Proposal: A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to accept the fee proposal from BLW Engineers in the amount of \$42,000 for FISH 288071 667 Fire Alarm Upgrade, and to authorize S. Cusolito to sign on behalf of the Housing Authority.

The estimated construction cost is \$416,000.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices, including PHN 2024-02, which outlines the requirements to engage tenants in decision-making around management agreements. S. Cusolito noted that tenant participation in other matters, including ED hiring, has long been a requirement.

Liaison Reports: CPC: S. Cline reiterated that the CPC approved the SHA's funding application, but not the SHT's, which initially requested over \$1M. The CPC requested more information for SHT's and another application, in part because requests exceed funds available. Ultimately, the CPC approved a \$380K allocation for the SHT's proposal.

SHT: Both A. Lepak and S. Cline attended the January 11 SHT meeting, at which a variety of concerns were expressed around the CPC's response to SHT's funding request and the need for having sufficient funds available to take advantage of opportunities to purchase or buy down mortgages as they arise. Considerations around taking possession derive from current trends and property conditions, but acquisition costs dictate significantly greater financial reserves than the buy-down model.

There is no clear consensus of the SHT around accessing the 67-73 Nobscot Road CPC funds and for which purposes, or approving agreements or task orders with consultants. Some agreed it would be

sufficient to provide copies of any agreements or task orders to the Planning Office for distribution, and to submit invoices to the Town to process payments directly to the consultants.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

FISH 288066, 667 Kitchen Ventilation: Change Orders #1 and #2: A motion was made by S. Cline, seconded by T. Vitvitsky, and majority voted, to approve Change Order #1, Additional costs, including restocking, to change out purchased hoods for correctly sized hoods, in the amount of \$3,954.79; and Change Order #2, Additional costs to install PVC mounting blocks around the exhaust vent/building interface, in the amount of \$9,065.54. The vote was 4 in favor and 1 opposed. F. Riepe opposed.

Commissioners had requested additional information to understand why the SHA is responsible for costs for what it considered oversights on the part of the engineer and/or contractor. The information was not provided in full. A contract template that was provided reflects that the design firm must have Errors and Omissions coverage; however, S. Cusolito stated she's been told by her HLC construction advisor that the costs for such errors come out of SHA's Formula Funding allocation.

SHA Feasibility Study, 705 Redevelopment: S. Cusolito met with CHA last week to discuss the response to HLC's invitation to submit a full application under PHN 2023-19. S. Cusolito requested a vote to approve the preparation and submission of a full application, to be followed by a vote on the final application itself, as well as its submission, following review at the February 13, 2024 Regular Session. A draft application is expected no earlier than the end of next week. In order to meet the February 15 submission deadline, the draft will be distributed to Commissioners when received, with any comments directed to S. Cusolito. This will allow for the finalized full application to be presented and voted at the February 13 meeting.

HLC has requested the full application address advancing zoning, as well as continuation of an agreement for property tax relief (PILOT). The state also requested data to support the proposed bedroom profile of the new and replacement units. To address these matters, S. Cusolito and CHA will meet with Director of Planning and Community Development Adam Burney later this week to discuss zoning. She is scheduling a meeting with Town Manager Andy Sheehan and Director of Assessing Cynthia Gerry to discuss the PILOT. Continuation of PILOT is a requirement for the procurement relief that is possible by conveyance of the properties to a SHA-affiliated LLC. In addition to outreach to Town officials, S. Cusolito has arranged to discuss the proposed project with members of the three affected households. Outreach to the broader SHA resident community and abutters will follow. S. Cusolito has periodically suggested to CHA that it change the language around the unit bedroom profiles to be less suggestive of all two-bedroom duplexes: the Hancock concept drawings show all two-bedroom duplexes, however, this is more reflective of the likely maximum on the sites than it is the need based on portfolio and wait list data. She has supplied CHA with an analysis of the wait list data and the optimal unit bedroom profile (two 2/2 and two 3/1 duplexes), understanding that the profile cannot be fully evaluated until the design phase.

A motion was made by S. Cline, seconded by S. Swanger and unanimously voted, to prepare and submit a full application in response to PHN 2023-19, Public Housing Innovations 2024 Notice of Funding Availability.

Commissioners opted to hold on a vote on the conveyance request memo until the recommended conveyance mechanism is better defined. S. Cusolito noted that in recent conversations with the Rental Assistance division of HLC, she learned that Project-Based Vouchers cannot be issued to LHAs and that the New Duplex program would have required establishment of a LLC. SHA has no information to suggest the LLC was established. HLC Senior Program Coordinator Dan Tobyne is looking into the matter.

67-73 Nobscot Road Feasibility: Commissioner F. Riepe reported that the additional engineering analysis requested of Beals + Thomas does not reflect the request as envisioned by SHA and as he interprets the CHA task order. He stated that the driveway cost cannot be isolated from the significant earth removal for the site overall and that the costs for the site overall are necessary to inform the decision on acquisition. He would like to schedule a face-to-face meeting with Beals + Thomas, in which CHA could also participate.

Commissioners had requested that CHA update the proforma with the appraisal and the additional CPA funding awarded to the SHT. Also requested were hard copies of the Beals + Thomas drawings. The CHA prepared a fee proposal for updating the proforma, including an outline of what would not be updated at this time. Given the Beals + Thomas work is not complete in SHA's view, Commissioners decided against an update of the proforma at this time. CHA reiterated its recommendation to hold on any additional analysis until the property is under negotiation with the Boy Scouts.

Responses to follow-up questions from CHA around the appraisal were provided. S. Cusolito is preparing certified extracts of the votes around Nobscot acquisition to provide Attorney Josh Fox. She will also inquire about a letter of engagement with him.

DIRECTOR'S REPORT

NAHRO Conference: The early-bird registration deadline has been extended to February 29.

Conflict of Interest Training: All Commissioners should have received the notice to update this training.

HLC Board Member Training: HLC is working on fixes to issues with accessing the online system.

Credit Card: S. Cusolito reiterated her concern that she is personally named as the responsible party, should SHA default on payments and that her credit will suffer a consequence of that. This came up most recently because a recent payment took more than three weeks to be processed by the current provider, resulting in late fees and interest, subsequently reversed by request. She is in the process of determining if a government card is available and if that will change the responsible party designation. Alternatively, she suggested that a Commissioner serve in that role, with her as an authorized administrator. She will also access the statements online to receive them sooner. At this time, she prefers not to make the payments online, though ultimately, that might be the easiest way to address the matter.

Annual Plan: The Annual Plan voted in December was submitted on January 18.

Vacancies: A 667 vacancy offer was made and accepted, with lease-signing slated for Thursday.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the January 23, 2024 Special Session. The time was 9:10 p.m.

Yes: S. Cline
Yes: A. Lepak
Yes: F. Riepe
Yes: S. Swanger
Yes: T. Vitvitsky