

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

March 12, 2024

The SHA met in open session at 7:10 p.m. Those present: Treasurer: S. Cline; Assistant Treasurer: S. Swanger; Member: F. Riepe; Executive Director: S. Cusolito

Absent: Chair T. Vitvitsky, Vice Chair: A. Lepak

MINUTES

None.

FINANCIALS

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

NEW BUSINESS

FYE24 Budget Revision #1 Resubmission: The budget revision was reverted with a request for additional information on costs assigned to the vacant unit initiative. As a result, the total exemption request for the initiative increased, primarily by the addition of contractor costs.

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

FYE25 Budget Proposal: The FYE25 Budget Proposal was reverted to allow for correction of some information.

A motion was made by S. Swanger, seconded by F. Riepe, and unanimously voted, to approve the FYE25 revised 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.

FISH 288066, 667 Kitchen Ventilation: The CSC and CFC have not been initiated. A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve a capital project administrative fee in the amount of \$168, or as determined by the EOHL, payable to S. Cusolito.

S. Cusolito was asked by her HLC project manager to request the fee.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices and encouraged Commissioners to review the two new notices.

Liaison Reports: CPC: S. Cline reported that the Select Board will decide tonight which items will appear on the Consent Agenda at Town Meeting. There are a total of eight CPA articles. She also reported

that the second public forum on the Housing Production Plan will occur virtually on March 21 from 6:30 to 8:30 p.m.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

SHA Feasibility Study, 705 Redevelopment: S. Cusolito requested ratification of the February 13, 2024 vote to submit the full application in response to PHN 2023-19. A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to ratify the vote of February 13, 2024: 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.

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to authorize S. Cusolito and Cambridge Housing Authority to oversee the completion of tasks required for the conveyance of 21 Great Lake Drive, 8 Oakwood Ave, 2 Beechwood Ave and 9 Richard Ave to a LLC that is 100% controlled by Sudbury Housing Authority in order to facilitate relief from public procurement pursuant to Ch 268 of the Acts of 2022. Tasks include, but are not limited to: submission to EOHLIC of a conveyance request letter; formation of the LLC; request to the Select Board for written approval for continuation of the Payment in Lieu of Taxes (PILOT); review and execution of legal documents related to conveyance.

S. Cusolito will meet with CHA tomorrow to work on the March 26 presentation to the Select Board concerning continuation of the PILOT, which is required to proceed with the conveyance.

67-73 Nobscot Road Feasibility: Attorney Josh Fox forwarded a communication today from an attorney representing the Boy Scouts, informing him that there is another party interested in the parcel. A meeting with Beals + Thomas senior engineer Matt Cote occurred on February 28. S. Cusolito, Commissioners F. Riepe and A. Lepak, and SHT Trustee John Riordan participated. F. Riepe specified the information needed around site work, which resulted in a second budget extension proposal for \$8,000.

Commissioners discussed CHA's position against additional predevelopment work prior to the start of negotiations with the Boy Scouts. At the February 13, 2024 Regular Session, Commissioners requested clarification on CHA's decision to step off the project until SHA obtained *site control* and determined *overall direction* for the property. By *site control*, CHA is referring to a signed P&S and by *overall direction*, CHA is referencing the various unit bedroom-count profiles it outlined with their associated costs. Ultimately, the consensus was that the cost of the site work is essential to determining an offer price, and also to determining the overall financial feasibility of a development effort.

S. Cusolito asked which building configuration would be utilized for the engineering analysis under this second budget extension. Commissioner F. Riepe had provided a drawing on which the prior budget extension work was based. At the February 28 meeting, he provided another drawing and requested that it be used for the work represented in the second budget extension proposal.

A motion was made by S. Swanger, seconded by F. Riepe, and unanimously voted, to accept the budget extension request of Beals + Thomas for additional engineering analysis of 67-73 Nobscot Road, as outlined in the proposal, for a cost *not to exceed* \$8,000, and to authorize S. Cusolito to sign on behalf of the Housing Authority.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

FYE25 MVTO Proposed Budget: The MVTO did not submit the budget in time for the SHA Board to consider it as part of the SHA's FYE25 budget proposal, voted at its February 13, 2024 Regular Session. The FYE24 approved budget was provided for comparison.

FYE24 Q3 TAR: The FYE24 Q3 Financial Report was voted at the February 13, 2024 Regular Session. The TAR that coincides with that Report was presented.

Resident Service Coordinator Initiative Funding: SHA received notice that it was approved for the additional \$10,000 for this position, bring the total to \$60,000 per year for five years. The funds could be used to hire a second RSC if desired.

Disability Inclusion Workshop: The Town distributed an invitation to attend a workshop on strategies for disability inclusion. The event is scheduled for April 10 and will be held at Goodnow Library. Registration is required.

Media Inquiry: SHA received an inquiry from a reporter for WBUR focused on Sudbury's experience under the State's vacant unit initiative, which started last September.

FISH 288071, 667 Fire Alarm Upgrade: S. Cusolito learned that the HLC engineer who created the Scope of Services retired and will return on a part-time basis in the next week, at which time the BLW schematic design will be reviewed.

667 Annual Recertifications: The process is currently underway, with rents due to be issued by March 18.

Vacancies: The two-bedroom unit on Pine Street will be vacated later this month. The resident purchased the Dutton Road home built by Habitat for Humanity. Thirty-day notice was not provided; however, the tenant intends to make a payment for pro-rated April rent, as well as the balance due on back rent. The Pine Street unit will be offered to both mixed-status New Duplex families as a way to reduce the rent burden, but SHA will also pull a CHAMP list.

Six vacancies, including a recent notice, remain at the Village. Four offers of housing at the Village are pending and one offer was declined. Another applicant is expected to decline the offer. One recently housed individual requested a transfer to another building due to medical concerns.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Swanger, seconded by F. Riepe, and unanimously voted, to adjourn the March 12, 2024 Regular Session. The time was 8:20 p.m.

Yes: S. Cline

Yes: F. Riepe

Yes: S. Swanger