

SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

July 9, 2024

The SHA met in open session at 7:05 p.m. Those present: Chair: A. Lepak; Vice Chair: S. Cline; Treasurer: Swanger; Assistant Treasurer: F. Riepe; Executive Director: S. Cusolito

Also present: David Merrill, 14 Basswood Ave; Paul Fioretti, 47 Basswood Ave; Anne Garcia-Meitin, 41 Willis Lake Dr; Sarah Kelly; 19 Oakwood Ave; Susan Taricani, 7 Beechwood Ave; Diane & Paul Marobella, 10 Willis Lake Dr; Matt Allen, 16 Oakwood Ave

Absent: Member: T. Vitvitsky

MINUTES

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the June 27, 2024 Special Session.

FINANCIALS

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

The May 2024 financial report was presented, including the FYE24 close-out for New Duplex in MHP format and the break-out of the amount to pay on the Housing Stabilization Fund loan. S. Cusolito will request that the reports be updated to reflect the fiscal year across all programs.

NEW BUSINESS

Performance Management Review: The SHA received No Findings in most categories, but Operational Guidance for its Tenant Accounts Receivables, largely owing to struggling family households, and vacancy reporting. SHA received its first Corrective Action, related to Board Member Training. Only one Commissioner completed the mandatory biennial training. S. Cusolito will follow up with SHA's Housing Management Specialist for clarification on vacancy reporting and Board Member training.

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

Liaison Reports: CPC: No report.

SHT: The SHT met on June 26. The Housing Production Plan was discussed; however, the Trustees did not take a vote on the June 11, 2024 memo prepared by Director of Planning & Community Development Adam Burney. There was a strong sense that the parcels listed as potential affordable housing sites should be under active consideration, rather than under study.

OPEN FORUM

Matt Allen, 16 Oakwood Ave, asked where funds will come from for the 705 redevelopment, given the CPA fund request for \$450K was removed from consideration at Town Meeting. The SHA noted it has previously voted CPA funds, but allocations are not finalized. David Merrill, 14 Basswood Ave, asked if an architect has been hired. The SHA responded that it has not advertised for an architect.

UNFINISHED BUSINESS (taken in alternative order)

SHA Feasibility Study, 705 Redevelopment: There were no questions on the draft CFA prepared by the State. A memo explaining the CFA is expected to be distributed for the July 17 Special Session. The proposed structure of the Sudbury Pine Lakes LLC mirrors the SHA Board structure. It is anticipated that the mission of the LLC will mirror that of the SHA. The timeline for formation of the LLC and finalization of the ground lease may be as early as August. The RFP for architectural services is also expected to be ready for Board review so that advertising can commence as soon as the conveyance is completed. CHA prepared a memo on 705 disposition and applicant AMI limit, based on its exchanges with S. Cusolito and input from HLC.

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to authorize the exit from the c. 705 program of 21 Great Lake Dr., 9 Richard Ave, 2 Beechwood Ave, and 8 Oakwood Ave upon redevelopment of replacement units and to request an applicant AMI limit of 50% for the replacement units.

Housing Production Plan: Discussion focused on parcels mentioned in the draft. Commissioner Swanger suggested calling out the parcel on Pratt's Mill adjacent to the middle school and the DPW site. Commissioners agreed that the property list could be formalized at the anticipated joint meeting with the SHT.

Capital Projects Update: The two active projects, both in the pre-bid stage, are FISH 288071, 667 Fire Alarm Upgrade, and FISH 288081, 667 Water Main Gate Valve and Meter Replacement. Both should be ready to advertise very soon. A more detailed report is expected at the July 17, 2024 Special Session, with a FY24 Capital Funding submission deadline of July 19.

67-73 Nobscot Road Feasibility: S. Cusolito conveyed to both the Town Planner and attorney Josh Fox that the SHA will not pursue development on Nobscot. S. Cline stated that she would draft the 67-73 Nobscot Road closeout memo, rather than CHA.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

Office of the State Auditor: SHA was contacted by phone by a representative of the Bureau of Special Investigations to gauge interest in partnering to curb fraudulent use of public benefits. The representative was asked to follow up by email so that the information could be provided to HLC for its guidance. HLC was unaware of the outreach and did not offer an opinion on LHA involvement.

Modernization Reporting: The State announced the roll-out of a mechanism to file quarterly modernization reports through CapHub, rather than by email.

15 Great Lake Dr: A. Lepak provided a link to an advertisement, nearly immediately retracted, on the sale of this property for possible conversion to multiple units.

Vacancies: One 667 vacancy is slated for mid-July. The waiver on the 705 unit at 62 Pine was approved as part of a structural repair required on the adjoining unit.

Evictions: No pending Notices.

Maintenance: Annual inspections are scheduled to begin with family units on July 23.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to adjourn the July 9, 2024 Regular Session. The time was 8:30 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: S. Swanger