

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

June 11, 2024

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

Also present: CJ Davis, 5 Oakwood Ave; Susan Taricani, 7 Beechwood Ave; Jon Evans; Sarah Kelly, 19 Oakwood Ave; Anne Garcia-Meitin; John Sisk; Diane Marobella, 10 Willis Lake Dr; Janice Quinn; David Merrill, 14 Basswood Ave; Gaurav Vohra, 28 Oakwood Ave

Absent: Member: T. Vitvitsky

MINUTES

A motion was made by F. Riepe, seconded by S. Swanger, and unanimously voted, to approve the minutes of the following Regular Sessions: January 9, 2024; February 13, 2024 as amended; March 12, 2024; April 9, 2024; May 14, 2024; and the January 23, 2024 Special Session.

Commissioners opted to discuss Executive Session minutes of January 9, 2024 and May 14, 2024 in Executive Session.

FINANCIALS

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

NEW BUSINESS

FYE25 Fee Accountant Contract: A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the FYE25 contract between the Sudbury Housing Authority and Milne, Shaw and Robillard, P.C. as presented, and to authorize S. Cusolito to sign on behalf of the Housing Authority.

FISH 288071, 667 Fire Alarm Upgrade: A motion was by S. Cline, seconded by S. Swanger, and unanimously voted, to allocate \$137,000 from SHA extraordinary extraordinary maintenance operating reserve and approve the reimbursable expense of \$1,750 to BLW Engineers to cover the cost of asbestos testing.

Costs associated with removing obsoleted components and the medical cords that are tied to the life safety equipment, as well as asbestos testing and mitigation were not adequately captured in the original Scope of Services. The SHA has no additional Formula Funding to assign, but was able to obtain \$50K in Compliance Reserves to cover asbestos testing and mitigation.

FISH 288066, 667 Kitchen Ventilation Certificate of Final Completion: A motion was made by F. Riepe, seconded by S. Cline, and unanimously voted, to accept the Certificate of Final Completion for

FISH 288066, 667 Kitchen Ventilation and authorize the final payment of \$13,117.97 to Araujo Brothers Plumbing, Inc.

FISH 288081, 667 Water Main Gate Valve Replacement Fee Proposal: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the design fee of \$15,000 from BLW Engineers for FISH 288081, 667 Water Main Gate Valve Replacement, and to authorize S. Cusolito to sign on behalf of the Housing Authority.

The Sudbury Water District contacted the SHA to arrange a change-out of the meter, only to find the gate valves frozen. SHA was unsuccessful in obtaining quotes under \$10K on its own, resulting in a need to hire a design firm and advertise the project. SHA requested that RCAT utilize the statewide contract system to obtain bids if possible, but has not received confirmation that it will do so.

Vacancy Waiver Extension Request, 667 2D: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to request a waiver extension from EOHLIC for 667 Unit 2D to allow for continued use as office space for both the MVTO and the RSC, for a period of one year, as permitted.

Guidelines for waivers on repurposed units are interpreted to require a Board vote for such waiver extension requests. This is the third year of the waiver request, necessary in order to continue to provide adequate office space for both staff and the MVTO. It is unclear if the waiver can be renewed after this year.

Middlesex County Retirement System Annual Appropriation: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to authorize a payment of \$56,227.00 to Middlesex County Retirement System, representing the full amount of SHA's current annual obligation.

FYE24 Q4 Administrative Fees: Tabled.

FYE24Q3 MOD Report: The Report was presented.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices. The Amendments to 760 CMR 6.00 Occupancy Standards and Tenant Participation become effective this month.

Liaison Reports: CPC: Select Board Member D. Carty is the new liaison to the CPC.

SHT: S. Cline spoke with SHT Chair C. Gentile about having a joint meeting. Mr. Gentile suggested the SHA provide some acceptable dates to consider. SHA prefers to meet in person

OPEN FORUM

Chair A. Lepak suggested a limit of 15 minutes and reminded the Board that it is not necessary to respond to public comment. She asked members of the public to identify themselves.

CJ Davis, 5 Oakwood Ave, asked Article 37 was indefinitely postponed. S. Cline responded that the IP reflects the Board's interest in obtaining more information to share with interested parties and that timelines are shifted over those outlined in the April presentations. S. Swanger noted that nothing has been finalized, including plans for the properties, and that there remains an opportunity for collaboration. Susan Taricani, 7 Beechwood reiterated the interest in maintaining the single-family dwellings, asking why SHA does not use its reserves to update the single-family homes. Chair A. Lepak noted that the SHA does utilize its reserves to maintain all of its properties. CJ Davis also reiterated the interest of the neighborhood in single-family homes and that he and others would prefer to work as allies with SHA to identify funding mechanisms to improve the existing homes and identify other properties in town that might be suitable for housing. S Cline

suggested waiting until architect input is available before ruling out a plan that approximates an accessory dwelling unit, such as already exists in the neighborhood. Mr. Davis commented that the neighborhood is concerned with zoning, noting that 15 Great Lake Drive was recently put on the market for potential multi-family redevelopment. Gaurav Vohra, 28 Oakwood Ave, asked why there are no funds to repair the properties and what will be different in the future in terms of financial planning for property upkeep. Commissioners noted that the State is funding initiatives that will expand funding resources beyond what was in place at the time of the original acquisitions. Ms. Taricani expressed her interest in housing families with children in the neighborhood but not by creating units with fewer numbers of bedrooms than the existing units. Mr. Davis noted that 2 Beechwood was built in the 70s and is larger than many of the houses in the neighborhood. David Merrill, 14 Basswood Ave, asked how many other properties are owned in the Pine Lakes neighborhood. The property at 16 Willis Lake Drive is owned by the SHA, but operates under a different program from those proposed for redevelopment. Diane Marobella, 10 Willis Lake Drive, asked if the SHA is subject to Open Meeting Law requirements, noting the delay in posting minutes.

UNFINISHED BUSINESS

Staffing Update: S. Cusolito reported last month that SHA is working with the Human Resources staff person at Taunton Housing Authority; however, the most recent maintenance posting on ZipRecruiter, which typically yields hundreds of responses, only yielded six, with four from individuals located too far to provide adequate after-hours response. She reached out to nearby housing authorities for any staff interested in additional work, but received no response. The Taunton HR rep is currently on leave, requiring SHA to take the matter back in-house. A former maintenance employee has expressed some interest in the opening and would be a good fit with SHA's needs. Ms. Cusolito noted that she hopes to add a custodial/groundskeeping position this year. Phone screenings are underway for the bookkeeper/office manager role. Viable applicants for the occupancy position have not been identified. The part-time employee serving as the CHAMP/waitlist administrator will cross-train on occupancy job tasks as time allows; however, the schedule for such training is limited. Moreover, in order to fill vacancies within the required time-frame, additional staff time beyond the two days/week schedule of the CHAMP employee will be necessary.

Housing Production Plan: The SHT has requested an updated list of properties that might be suitable for housing. S. Cusolito has a list from a few years ago that she can send. It was reviewed with former Town Manager Melissa Rodrigues.

Section 8 Vouchers: State Representative and SHT Chair C. Gentile suggested Section 8 voucher administration might be an option for SHA. His office might be able to provide some information. Commissioners suggested former Acton Housing Authority Executive Director and SHT Trustee, K. Cronin might be able to provide an overview.

SHA Feasibility Study Update: S. Cusolito and CHA will meet with HLC on Thursday to discuss 705 disposition, interim conveyance and procurement relief.

67-73 Nobscot Road Feasibility Update: A rough calculation of total construction development costs yields a figure of \$22MM for 22 units, involving selling all family housing except four duplexes.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to discontinue efforts to purchase and develop 67-73 Nobscot Road due to prohibitive development costs.

A. Lepak will inform the SHT and S. Cusolito will separately inform both Planning Director A. Burney and attorney Josh Fox, who has been communicating with the Boy Scouts.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

Vacancies: The Village is currently fully occupied; however, one 667 vacancy is slated for mid-July and a second notice is anticipated. A waiver extension on the 705 unit at 62 Pine will be requested due to a structural repair required on the adjoining unit that requires access through the kitchen of 62.

Evictions: No pending Notices.

Maintenance: Annual inspections will be scheduled to start within the next month.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Swanger, seconded by F. Riepe, and unanimously voted, to adjourn the June 10, 2024 Regular Session and move to Executive Session to discuss real property, for to do so in open session might compromise the position of the Housing Authority, not to return to open session. The time was 8:50 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: S. Swanger