

SUDBURY HOUSING AUTHORITY

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

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

SHEILA M. CUSOLITO
Executive Director

MINUTES OF THE REGULAR MEETING

August 13, 2024

The SHA met in open session at 7:08 p.m. Those present: Chair: A. Lepak; Vice Chair: S. Cline; Assistant Treasurer: F. Riepe; Executive Director: S. Cusolito

Also present: Susan Taricani, 7 Beechwood Ave; Sarah Kelly, 19 Oakwood Ave

Absent: Treasurer: Swanger; Member: T. Vitvitsky

MINUTES

None.

FINANCIALS

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

NEW BUSINESS

FYE25 Q1 Financial Report: A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to approve the FYE25 Q1 Report.

The FYE24 MOD report was presented.

FYE24-26 Fair Housing Affirmative Action Goal: A motion was made by S. Cline seconded by F. Riepe, and unanimously voted, to adopt the Affirmative Action goal of 34.3% for the State family housing (c. 705) program and 18.20% for the State housing for the elderly and disabled (c. 667), as determined by the American Communities Survey (2014-2019) census data, applicable for the period FYE24-FYE26; to review the data biennially; and to establish a minority placement rate when tenant population data differs by more than 5% from the Affirmative Action Goal.

Contract for Financial Assistance 5001 Amendment #18: A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve Amendment #18 of the Contract for Financial Assistance 5001 between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$239,925.25 (Formula Funding: FYE26 \$110,943.84; Flooring Replacement: \$12,203.58; Formula Funding FYE27: \$116,777.83) and to authorize A. Lepak, Chairperson, to sign on behalf of the Sudbury Housing Authority.

FYE24 Agreed Upon Procedures Engagement: A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to retain the services of Lisa Fallon, CPA PC for the FYE24 Agreed Upon Procedures and to authorize S. Cusolito to sign on behalf of the Housing Authority.

This is the second year with the firm.

760 CMR 6.09(3)(c) Amendment: MVTO FYE25 Amended Budget Request: A motion was made by S. Cline seconded by F. Riepe, and unanimously voted, to approve the amended FYE25 MVTO budget as presented, with a total appropriation of \$1,575 and a balance due of \$1,075, and to effect the change retroactive to the start of the fiscal year.

The change to 760 CMR 6.09(3)(c), adopted in June, increases the per unit subsidy to \$25.

SHALIP Operating Account Change: A motion was made by S. Cline seconded by F. Riepe, and unanimously voted, to authorize S. Cusolito to close the SHALIP operating account at Main Street Bank and transfer the funds to a new account at Middlesex Savings Bank.

Main Street Bank announced the October 4 closing of the Sudbury branch, among others. The Willis Lake mortgage will remain with Main Street.

FYE26 Community Preservation Act Funding Request: A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to submit a request for FYE26 Community Preservation Act funding in the amount of at least \$450,000.

Commissioner Cline noted that only a preliminary request is required for the September 6 deadline, with additional time in the following weeks to provide more information. She suggested having CHA revise last year's submission to cover all four properties in the proposed 705 redevelopment plan, as well as reassess the numbers to determine if a request of \$450,000 is sufficient.

Sudbury Housing Authority/Sudbury Housing Trust Joint Meeting: Trust Chairperson Carmine Gentile is unable to attend the August 20 joint meeting. Vice Chair Jack Ryan will serve as Chair for the Trust. The discussion will include coordinating CPA funding requests; the recent legislation that loosens requirements for permitting accessory dwelling units (ADUs); consideration of a local option to invoke a 2% surcharge on some real estate transactions; near- and mid-term projects; finalization of the Housing Production Plan, including a discussion of Town-owned parcels that should be called out specifically or otherwise included in the Plan; and a general discussion of the Town of Concord's 501(c)(3) that focuses on housing development.

A list of Town-owned parcels prepared and discussed previously with former Town Manager Melissa Rodrigues will be sent to the Planning department for discussion and possible inclusion in the Housing Production Plan. F. Riepe noted that it would be the responsibility of the Planning department to review the properties for development potential.

Following the conclusion of the Joint Session, the SHA will conduct a Special Session to discuss the CPA fund application, if there are updates from CHA, the small parcel appraisal fee proposal, and its engagement with Nolan Sheehan Patten.

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

Liaison Reports: CPC: S. Cline reported that the Committee is reviewing applicants to recommend to the Select Board for appointment.

SHT: A. Lepak reported that the Trust met on July 18 and August 8 and has an applicant under review for appointment. She noted that Sudbury's ADU Bylaw is outdated and that EOHLC will be publishing requirements within 180 days related to changes in the regulations that allow ADUs by right with an increase in the allowable square footage. Under question is if separate buildings will be allowable. The Town will retain some control as will be outlined in the EOHLC requirements.

Both the Trust and the Housing Authority will be able to consider ADUs on purchased or developed properties.

SHA's Public Housing Innovations award was announced by C. Gentile, though SHA was asked by EOHLC to hold the announcement until a press release was issued. Trustee C. Howe offered to work with SHA on community engagement.

The Trust will seek approval to use remaining mortgage assistance funds for other purposes. The current eligibility criteria disqualify most homeowners. Some funds were already repurposed for rental assistance. S. Cusolito opined on the idea of permitting the Housing Authority to apply for and assign funds directly as a mechanism to alleviate the burden on tenants and to avoid having to issue Notices to Quit for the purposes of qualifying tenants for RAFT funds.

OPEN FORUM

Sarah Kelly, 19 Oakwood Ave, asked if the site visits mentioned at the last meeting were done. It was clarified that the site visit is part of a performance audit and involves inspection of a small number of randomly selected units that are not disclosed to SHA in advance. The audit is unrelated to the redevelopment project. Ms. Kelly asked about the change in total cost of the project, as listed in the grant award. It was explained that the numbers were updated at the request of EOHLC during its review and that periodic updates are not uncommon as projects proceed, as reflected in the request of CHA to review the CPA funding request. Regarding questions around formation of the LLC, which was voted, but not yet created, S. Cusolito indicated that no decision has been made on which entity will oversee the procurement of architectural services. Ms. Kelly asked about unspent CPA funds and whether they are returned to the Town. S. Cline clarified that the funds remain with the Town until there are expenditures. As it relates to the 67-73 Nobscot Road project, the funds were appropriated to SHT and will be reverted, given the decision not to move forward with the acquisition. Susan Taricani, 7 Beechwood Ave, asked about SHA reserves and why they cannot be used for the upkeep of the single-family homes. It was clarified that CPA funds are not reserves; rather, they are previously voted appropriations for housing purposes. While CPA funds carry restrictions on allowable purposes, SHA has discretion on how best to utilize its operating reserves. In reference to the PHI award letter stating that the existing homes do not meet the needs of Sudbury residents, Ms. Taricani opined that the neighborhood has conveyed that the homes do meet the needs of the people who are living in them. It was noted that the Housing Authority is considering the needs of both those on the waiting list and its current residents and is in the better position to assess those needs.

UNFINISHED BUSINESS

SHA Feasibility Update: PILOT: S. Cusolito requested the Town Manager's letter confirming the Select Board's vote in favor of continuing a PILOT agreement during and following redevelopment of the single-family homes.

Community Engagement/FAQs: Proposed edits were discussed generally. A. Lepak will enter details about the square footage of particular properties, including its own. S. Cusolito will provide the portfolio-wide percentage of over-housed families. She noted that prior to 21 Great Lake being vacated, three of the four families were over-housed. Currently, two of the three remaining families are over-housed.

Commissioners discussed that the FAQs could be distributed to abutters and the various Boards and Committees but are best made available and periodically updated via SHA's website. The vote to approve the FAQs is expected at the next Regular Session.

67-73 Nobscot Road Close-Out: Attorney Josh Fox communicated with the Scouts SHA's decision not to forward with the acquisition. S. Cusolito is awaiting confirmation from the Town of the invoices paid under the CPA funds appropriated for the project, which she approximates at less than \$10K, excluding Attorney Fox's invoice. She noted that the SHA spent more in reserves on the project than it originally anticipated.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

RSC Report: The quarterly RSC report was presented.

Vacancies: One 667 unit with an anticipated July vacate date is has not been entirely vacated. The unit is in extremely poor condition. Although smoking within units has been prohibited since 2016, the unit is extensively smoke-damaged and will require specialized treatment of all surfaces. Notice of a second 667 unit was just received. The SHA is reviewing applicants on its under-60 wait list for both units. 62 Pine remains vacated until the structural work on 64 Pine is completed.

Evictions: No pending Notices.

Maintenance: The water line on the toilet tank at 9 Richard dislodged, causing flooding on the main level and basement. The cause is not determined. SHA outsourced both water/moisture mitigation and replacement of a control on the oil-fired furnace.

FISH 288071. 667 Fire Alarm Upgrade: Several contractors attended the walk-through on August 8.

FISH 288081, 667 Water Main Gate Valve Replacement: The project is ready to advertise, which will occur at RCAT's initiative.

Willis Lake Rent Increase: SHA received word from the Town that the rent increase request was approved by both EOHLC and the Town.

705 Annual Recertifications: New rents became effective August 1. Two tenants requested meetings to dispute the rent. Both submitted additional paperwork to support rent adjustments. A meeting with a third family was requested by SHA, as there is significant debt that might be reduced by providing the documentation SHA has requested, unsubmitted to date.

CEDAC Funding Opportunity: CEDAC announced a RFP for a pilot program to provide funding for acquisition of existing properties; however, the target is non-profits and Sudbury is not an eligible community.

Board Member Training: In order to address the PMR corrective action, SHA Commissioners were given an extension on completing the training. All but one Commissioner has now completed the training.

MEMBERS' FORUM

No Comments.

ADJOURN

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to adjourn the August 13, 2024 Regular Session and move to Executive Session to discuss engagement of Nolan Sheehan Patten, for to do so in open session might compromise the position of the Housing Authority, not to return to open session. The time was 9:15 pm.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe