

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

September 10, 2024

The SHA met in open session at 7:00 p.m. Those present: Chair: A. Lepak; Vice Chair: S. Cline; Treasurer: S. Swanger; Executive Director: S. Cusolito

Absent: Assistant Treasurer: F. Riepe; 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 11, 2024 and July 9, 2024 Regular Sessions.

FINANCIALS

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

NEW BUSINESS

FISH 288071, 667 Fire Alarm Upgrade Funding Update, Contract Award: A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to accept the bid of \$730,918 from CDS Contracting Services, LLC, the lowest responsible qualified bidder, for FISH 288071, 667 Fire Alarm Upgrade, and to authorize S. Cusolito to sign the Owner-Contractor Agreement on behalf of the Sudbury Housing Authority.

A presumed Emergency Reserve funding gap of \$100K was caused by a computer glitch, since resolved with all funding currently in place. The SHA did receive \$70,150 from Compliance Reserves for asbestos abatement.

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

Liaison Reports: SHT: no report. CPC: S. Cline reported on the CPC's September 4, 2024 meeting at which candidates for the at-large position were interviewed. The Committee recommended the Select Board appoint Sam Markuse. A second appointment for a Park & Recreation representative is anticipated.

OPEN FORUM

No comments.

UNFINISHED BUSINESS

FYE26 Community Preservation Act Project Submission Update: The cover sheet of the application was submitted on September 5.

Housing Production Plan Finalized Comments: Commissioners discussed additional changes, with agreed-to changes incorporated by Commissioner Swanger for submission to the Planning Department.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

FYE25 Q1 Tenant Accounts Receivables (TAR): The TAR report was presented.

COVID Vaccination Policy: S. Cusolito expressed interest in updating the policy for discussion at a future meeting.

Vacancies: There are two 667 units currently vacant, as well as one 705 unit. The 705 unit was under waiver to allow access for a recently completed, necessary structural repair to be made on the adjacent unit. The vacant unit was declined by two applicants, both of whom were simultaneously being screened by other LHAs. S. Cusolito has recommended that staff maintain a pool of both 667 and 705 applicants in the "make offer" stage to avoid last-minute decisions declining offers. The 667 units required significant work, one due to heavy damage from cigarette smoking that required additional special abatement for the incoming applicant. At least one additional 667 vacancy is expected in the next month.

Evictions: SHA anticipates sending one Notice to a New Duplex tenant for an unauthorized household member.

Maintenance: Annual unit inspections are being scheduled, as are interviews for maintenance staff.

FISH 288081, 667 Water Main Gate Valve Replacement: S. Cusolito will follow up with RCAT about the reasons for its delay in advertising.

705 Redevelopment FAQs: S. Cusolito will reach out to the Town's IT department for assistance with posting.

MEMBERS' FORUM

No comments.

EXECUTIVE SESSION

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the September 10, 2024 Regular Session and move to Executive Session to discuss legal matters related to redevelopment, for to do so in open session might compromise the position of the Housing Authority, not to return to open session. The time was 8:10 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger