

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 SPECIAL MEETING

March 5, 2025

The SHA met in open session at 10:35 a.m. Those present: Chair: A. Lepak; Vice Chair: S. Cline; Treasurer: S. Swanger (by phone); Assistant Treasurer: F. Riepe; Member: T. Vitvitsky; Executive Director: S. Cusolito

Also present: David Merrill, 14 Basswood Ave

UNFINISHED BUSINESS

SHA Feasibility/705 Redevelopment Update: A price proposal was requested from ZeroEnergy Design. It was presented to the Board accompanied by a memo of recommendation and the RFP. The contract itself will be modified to reflect specific changes to the standard contract that are outlined in the price proposal that reflect specific requests from SHA. SHA, CHA and ZED agreed to meet in advance of the pending vote, holding a kick-off meeting at the Village on March 3.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to enter into an architectural and engineering design contract with ZeroEnergy Design of Boston, MA for the Redevelopment of Single-Family Homes in the amount of \$87,325, pursuant to the March 4, 2025 memorandum from Sheila Cusolito to the SHA Board of Commissioners, and to authorize A. Lepak, Chairperson, to sign on behalf of the Sudbury Housing Authority.

Design Selection Committee Composition: S. Cusolito stated that she would prefer to serve only in administrative capacity for the design selection component and suggested the Board assign a second Commissioner to serve with F. Riepe. She suggested S. Cline, who was involved with some reference checks of the top two firms interviewed by the designer selection subcommittee. Commissioner Cline declined. She has reached out to a tenant to serve. One community member who served on the designer selection subcommittee will not continue and the other is interested, but needs a better understanding of the time commitment.

A motion was made by T. Vitvitsky, seconded by S. Cline, and unanimously voted, to approve a design selection subcommittee of three people.

Staffing Consulting Contract: S. Cusolito met with a consultant from Franklin Professional Associates to discuss outsourcing hiring. With the maintenance position filled as of March 3, S. Cusolito proposed to hire the firm for the full-time administrative position. She stated the option to consolidate the job descriptions of the two open administrative positions in order to ensure cross-training. The price proposals suggest hiring the firm for a fee equal to 20% of the annual salary, for costs in the range of \$11,700. Commissioners asked for clarification around some terms, to be in a position to vote at its March 11 Regular Session.

Community Engagement: CHA requested a meeting with both S. Cusolito and Commissioner F. Riepe to discuss format, structure and roles related to the next phase of the 705 redevelopment project and community engagement.

FISH 288081m 667 Water Main Gate Valve Replacement, CO#2, CSC, CFC: Tabled

MEMBERS' FORUM

S Cline previously forwarded information on workshops sponsored by MHP.

PUBLIC COMMENT

David Merrill, 14 Basswood Ave, asked about the community member serving on the subcommittee, questioning if she is an unbiased member of the Pine Lakes community. S. Cusolito clarified that the community member was not chosen as a Pine Lakes representative, but rather, because she has affordable housing experience and is a member of the Sudbury Housing Trust. The resident subcommittee member is one of the SHA residents affected by the redevelopment project. He suggested including a Pine Lakes resident on the subcommittee as an olive branch. It was clarified that the listening sessions will provide community members with the opportunity to contribute design ideas directly to the design team.

ADJOURN

A motion was made by F. Riepe, seconded by T. Vitvitsky, and unanimously voted, to adjourn the March 5, 2025 Special Session. The time was 11:15 a.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: S. Swanger

Yes: T. Vitvitsky