

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

February 11, 2025

The SHA met in open session at 7:10 p.m. Those present: Chair: A. Lepak; Vice Chair: S. Cline; Assistant Treasurer: F. Riepe; Member: T. Vitvitsky; Executive Director: S. Cusolito

Also present: Jenna Milne, SHA Fee Accountant (by phone)

Absent: Treasurer: S. Swanger

NEW BUSINESS

FYE25 Budget Revision: Accountant Jenna Milne outlined the adjustments to the FYE25 budget, required by EOHLIC to align the originally submitted budget with actual spending within specific spending categories. As an example, she explained that salaries must match within 3%, which requires SHA to reduce the budgeted amounts by the salaries of unfilled positions (two administrative and one maintenance position). Electricity and property insurance costs were increased, while employee benefits costs were reduced. S. Cline asked about the transfer from restricted reserves, which relates to operating reserves the SHA voted several years ago to set aside for emergency maintenance needs. The funds were originally slated to be utilized on a capital project, but the expenditure is no longer anticipated to occur in FYE25.

Ms. Milne indicated that all programs are in good financial shape.

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the FYE25 budget revision as presented.

MINUTES

None

FINANCIALS

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the checks written in January 2025.

The FYE25 November monthly financial report was presented.

NEW BUSINESS

FYE25 Q3 Financial Report: A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the FYE25 Q3 Financial Report as presented.

The FY25 Q2 MOD report was also presented.

FYE26 Budget, ED Contract: S. Cusolito stated that the proposed budget is pending. She called attention to the ED contract, which expires 3/31, in order for the Board to consider if it wants to renew it. It would otherwise need to have a new ED in place for 4/1. Ms. Cusolito stated that she is required to give the Board 90-day notice; whereas, the Board does not need to provide her notice. She stated that she contacted the State to learn if increasing paid hours is an option, given that the redevelopment project is now on the books. She also inquired about the significant difference in pay and hours allowed for Sudbury compared with a smaller housing authority in central MA. Given the Board's interest in succession planning, Ms.

Cusolito suggested forming a subcommittee to explore options before she formally announces her retirement, separate from contract discussions. A. Lepak and T. Vitvitsky offered to meet to discuss succession planning.

Contract for Financial Assistance 5001 Amendment 19: A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve Amendment #19 of the Contract for Financial Assistance 5001 between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$1,339,732.42 (Formula Funding: FY28 \$126,932.42; Aging in Place: \$12,800; PHI: \$1,200,000) and to authorize A. Lepak, Chairperson, to sign on behalf of the Sudbury Housing Authority.

FISH 288081, 667 Water Main Gate Valve Replacement, Change Order, CSC, CFC, Admin Fees: S. Cusolito provided more detail on the Change Order related to an emergency temporary repair to a compromised water main flange that was executed to restore water to the Village following the replacement of several gate valves on January 13. She noted that there should be a second Change Order related to a credit for one gate valve that was not installed due to space constraints. The omission was approved by the Sudbury plumbing inspector. Although the standard paperwork was not submitted by the contractor, she advised that the Board could vote to approve the Change Order(s) in an amount not to exceed \$5,494.50, which represents the difference between the total cost of flange repair and water removal and the cost of the uninstalled gate valve.

S. Cusolito also noted that the gate valve contractor, Boston Mechanical, advises having the flange replaced as soon as possible, further advising that the SHA consider replacing the second main flange as well. She was able to have excavation contractors review the work, but the project requires better definition to its scope. Boston Mechanical committed to assisting with the re-installation of its components at no additional cost following the additional work.

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve Change Order(s) in an amount not to exceed \$5,495 and a capital project administration fee to Sheila Cusolito in the amount of \$3,762.22, or as determined by the Executive Office of Housing and Livable Communities, for FISH 288081, 667 Water Main Gate Valve Repair.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices. There were no new Notices issued since the January 14, 2025 Regular Session.

Liaison Reports: SHT: A. Lepak stated that the Trust has not met since her January 14, 2025 report. She reminded the Board that it scheduled a joint meeting with the Trust for February 24, 2025 at 7:00 p.m. at the Village, agenda to be determined. The SHT next meets this Thursday.

CPC: S. Cline reported that as part of its annual plan, the CPC will host a forum. She'll be meeting with CPC Coordinator R. Poteat to outline forum topics. The CPC next meets on March 19.

OPEN FORUM

No comments/attendees from the public. Referring to SHA's 705 redevelopment proposal, S. Cline commented that the public meeting is not the appropriate forum for having a conversation with members of the public, which she believes has caused frustration for both SHA and the public. She is hopeful that a dialogue around the design process will be possible.

UNFINISHED BUSINESS

PHN 2025-02 Comprehensive Modernization NOFA Update: At its January 14, 2025 Regular Session, the Board asked that S. Cusolito reach out to Cambridge Housing Authority to see if assisting with such an application for competitive comprehensive improvement funding is within its range of services. CHA confirmed that the undertaking is in keeping with its services and offered to make a site visit to begin a needs assessment for a future funding round. Ms. Cusolito noted that this funding exceeds the typical

Formula Funding award and would allow for the types of improvements of interest to the Village community, starting with the building envelopes.

SHA Feasibility/705 Redevelopment Update: S. Cusolito reported that SHA received five responses to the A&E design services RFP and interviewed two firms last Thursday. Reference checks are underway and CHA is compiling additional information requested from the firms. Following final review, a price proposal will be requested from the top candidate firm. F. Riepe, who served on the subcommittee, reported that he and S. Cline performed reference checks on the two firms. Through that process, he reprioritized the candidates and spoke earlier in the day with another of the subcommittee members, who also reprioritized the candidates. S. Cusolito noted that some on the subcommittee did not have this updated information and that the process was for the subcommittee to weigh in on the preferred candidate firm after obtaining additional information from references and subconsultant options. That would be followed by a request to the prioritized firm for a price proposal. At this point, all subcommittee members will receive and review the additional information and be polled on their preferred firm, from which a price proposal will be requested.

A recommendation to the Board will follow receipt and review of the price proposal. S. Cusolito will schedule a special meeting so that the Board vote can occur at a Special Session. S. Cusolito will poll for availability.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

Capital Project Considerations: SHA must defer one of its capital projects due to costs related to the 667 fire alarm project and the resulting constraints on the capital funding available in the upcoming year. The other option would be to fund one of the projects from operating reserves. All planned projects are for the Village and include lever entry door handles, which can now utilize the recently announced special set-aside for aging-in-place components; security camera installations; a generator/electrical panel assessment; and a moisture study.

Well and Wise Workshop: SHA is hosting a series of workshops sponsored by Marlborough Community Development Corporation. All members of the public are welcome.

CPC Annual Reports: The reports were finalized and submitted to the Planning and Community Development Department.

FISH 288071, 667 Fire Alarm Upgrade: The project is proceeding smoothly, with only a slight delay due to component availability.

Staffing/WBUR Report: S. Cusolito commented on a WBUR report on small business employment trends that aired today. She stated that the trends are very similar to what SHA has experienced: low response to advertised openings and requests from applicants for considerations such as modified or work-from-home options. She re-stated the priority for maintenance hiring, but acknowledged the fantastic job existing staff has done, with her minimal support, for storm-related response.

Vacancies: All staff members were out ill one week, which delayed a 667 lease-signing. In the interim, the selected tenant signed a lease with another housing authority. This is the third instance where this unit has been declined. Notice for another 667 vacancy was just received.

Evictions: There are active Notices on two New Duplex households, one recently mediated and the second scheduled for March.

MEMBERS' FORUM

No comments

ADJOURN

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to adjourn the February 11, 2025 Regular Session. The time was 8:35 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: T. Vitvitsky