

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

January 14, 2025

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

Also present: Steve Milley, 22 Basswood Ave; Heather Tavolieri, 69 Oakwood Ave; Eria Francis-Raniere, 66 Oakwood Ave; Sarah & Jim Kelly, 19 Oakwood Ave

MINUTES

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to approve the minutes of the December 10, 2024 Regular Session as amended.

FINANCIALS

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

The October 2024 monthly financial report was presented. S. Cline noted that SHA is at an operating surplus for each of its programs.

NEW BUSINESS

Electricity Supplier Contract: A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to extend the contract with IGS Energy for energy supply for a term of 47 months and to authorize S. Cusolito to sign on behalf of the Housing Authority.

FISH 288071, 667 Fire Alarm Upgrade Change Order #2: A motion was made by T. Vitvitsky, seconded by F. Riepe, and unanimously voted, to approve Change Order #2 in the amount of \$470.35 for FISH 288071, 667 Fire Alarm Upgrade, to include purchase and installation of two emergency battery units with remote heads to match existing conditions in two locations.

FISH 288081, 667 Water Main Gate Valve Replacement, Possible Change Order: S. Cusolito reported that the engineering design plan calls for a replication of existing lines and shut-offs; however, the engineer subsequently approved a valve that is larger than the one referenced in the plan. The overall configuration is too large for the space. Initially, the engineer would not agree to reduce the lines and valves by one, but subsequently agreed to reverse his decision if the modified installation is acceptable to the plumbing inspector. S. Cusolito noted that SHA approved the construction contract with the caveat that it would not accept change orders related to space constraints. She also noted that if this matter qualifies as a change order, it would be tied to the cost of unused components and represent a credit. She indicated SHA would be unwilling to cover a restocking fee.

A second anticipated change order is expected due to discovery of a cracked flange on the supply line to the unit buildings. The flange is the connection point between the existing and new work and was not specified for replacement under the project. A temporary repair and water removal from the interior space resulted, with a recommendation to have the flange replaced. Boston Mechanical committed to assisting with the installation at no additional cost, but it will require the SHA to find a contractor to perform some excavation and replacement to the exterior line, which would be outside the scope of the current project.

Public Housing Administration Notice 2025-02, Comprehensive Modernization NOFA: The NOFA announces a competitive funding round for comprehensive improvements to state properties, limited to \$200,000 per unit and requiring a response by April 30. S. Cusolito noted that this is the type of funding that she supports for the improvements at Musketahquid Village that are not only needed, but are of interest to Village residents, as discussed during the Annual Plan Public Hearing. This is a better approach than the selective improvements covered by standard Formula Funding. She reiterated that pursuing the funding would require hiring a consultant, due to both staff capacity and expertise. Commissioners agreed by consensus to inquire of Cambridge Housing Authority if this work falls within its scope to plan for a future funding round.

Commissioner Vitvitsky discussed the funding opportunity with State Representative Carmine Gentile.

2024 Annual Town Report: S. Cline suggested including information that the SHA began recording its meetings through Sudbury TV in 2024. All Commissioners signed the report.

Affordable Housing Forum: A. Lepak reported the Sudbury Housing Trust is taking the lead on developing an affordable housing forum, slated to occur in advance of Town Meeting, to share general information on housing. The thought is to include CHAPA and the 495/Metrowest Partnership, which recently published an item on housing. Commissioner Lepak suggested appointing a member to work on planning the forum in conjunction with the Trust. Commissioners opted to wait for discussion at the February 24 joint meeting with the Trust.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices. In addition to PHN 2025-02, EOHLC announced it is seeking housing authority applicants to form and host a Vacant Unit Turnover Task Force that would assist LHAs with turnovers. S. Cusolito commented that such a Task Force would be very valuable, particularly for small LHAs such as Sudbury.

Liaison Reports: SHT: A. Lepak reported on two Trust meetings that occurred since December 10, 2024. Habitat for Humanity attended the December Trust meeting to discuss options for partnering on creating affordable home ownership units. The results of the housing flash vote were presented and reflected strong support for single-family homes under 2,500 SF, as well as ADUs. Although duplex housing was well supported, there were a number of negative comments about affordable housing. Director of Planning and Community Development Adam Burney attributes this to a need for public education such as will be addressed through the upcoming housing forum. At its January meeting, the SHT discussed requesting Select Board permission to study the Hudson Road parcel just west of the fire station, a parcel considered by SHA in the late 1990s that was deemed “too wet” at the time. Commissioner Lepak stated that the Housing Production Plan is undergoing pre-publication final edits.

CPC: S. Cline reported that CPC concluded its public hearings on the FY26 CPA fund requests and has recommended a number of applications for consideration at Town Meeting. It will vote on remaining requests, including the SHA’s, tomorrow night.

OPEN FORUM

Jim Kelly, 19 Oakwood Ave, noted that the land adjacent to the fire station at one point had an intermittent stream. He asked if the SHA had looked into its other properties, mentioned at the December 10 meeting, to explore before the land next to the fire station. It was clarified that the Housing Trust plans to study the vacant Hudson Road parcel. Mr. Kelly asked if the SHA updates the Select Board on its CPA proposal prior to Town Meeting. S. Cline stated that it would be up to the Select Board to invite the Housing Authority. S. Cusolito noted that SHA has provided a general introduction to the project as it relates to PILOT, but not specifically for the CPA funding request.

Sarah Kelly, 19 Oakwood Ave, asked if there is another funding option if the CPA funds are not approved. SHA does not have information to share at this time.

Erika Francis-Raniere, 66 Oakwood Ave, commented that building duplexes on the SHA's other parcels rather than tearing down the Pine Lakes homes and building duplexes on those sites would accomplish the same goal. She wondered if the SHA agrees with that. S. Cusolito clarified that this is not a time for Board deliberation; rather, it is a time for public comment. Ms. Francis-Raniere stated her opinion that the alternative will be more affordable than SHA's plan.

UNFINISHED BUSINESS

SHA Feasibility/705 Redevelopment: S. Cusolito reported that nine individuals attended the January 9 briefing session for the design services RFP. Among the attendees was Carol Burns, who served as the architect for the 2012 duplexes. Her firm, Taylor & Burns, does not intend to submit a proposal, as its current focus is in other areas. The deadline for response is January 24, with the designer selection subcommittee anticipated to have a recommendation for the Board for its February 11 meeting. The steps involved and the limited timeline might require the SHA Board to alter its meeting schedule.

FY26 Community Preservation Act Project Submission Update: S. Cusolito gave the project presentation at the CPC's December 18 meeting. Based on some questions at the time, she expected follow-up in this interim, but received none.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

RSC draft annual report: The draft report was presented. The report will be finalized and submitted later this month when the expense numbers are finalized.

ZBA Approval of Pine Lakes ADU: SHA received notice of the ZBA's approval of an ADU at 56 Oakwood Ave.

Musketahquid Village tenant meeting: Only one resident attended the originally scheduled meeting in November. A handful of residents attended the January 10 alternative meeting. S. Cusolito emphasized the need to call in work orders and explained more about the capital planning process. She also confirmed that resident input on the capital plan was provided to SHA as part of the Annual Plan process.

667 Annual Recertification: Village residents received annual recertification packets today and are required to submit all paperwork within 30 days. New rents will be delivered at least 14 days prior to the effective date of April 1.

Nobscot CHA closeout invoice: An invoice for \$260 for Nobscot closeout was received.

1099 Electronic filing: S. Cusolito reported that for the second year, she is unable to register SHA for the now-required electronic filing of information returns. Commissioners suggested asking the payroll firm to process them.

Vacancies: A lease-signing for the 667 unit vacated November 30 is scheduled for next week. A 705 family occupying one of the single-family homes has signed a lease, slated to be effective by the beginning of February, for the unit on Fairbank Circle.

Evictions: There are active Notices on two New Duplex households.

Maintenance: Interviews for the full-time position continue to be scheduled. SHA will continue to outsource work until the position is filled.

MEMBERS' FORUM

T. Vitvitsky had her annual visit by a provider through Tufts Medicare Preferred. The representative remarked at how pleasant the Village is compared to many other housing developments he's visited.

ADJOURN

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the January 14, 2025 Regular Session. The time was 8:30 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: S. Swanger

Yes: T. Vitvitsky