

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

March 11, 2025

The SHA met in open session at 7:05 p.m. Those present: Chair: A. Lepak; Vice Chair: S. Cline; Treasurer: S. Swanger (by conference call until 7:30 p.m.); Assistant Treasurer: F. Riepe; Member: T. Vitvitsky; Executive Director: S. Cusolito

Also present: Jenna Milne, CPA; Sarah Kelly, 19 Oakwood Ave

MINUTES

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the minutes of the January 14, 2025 Regular Session.

FINANCIALS

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the checks written in February 2025.

NEW BUSINESS

FYE26 Budget, ED Contract: Fee accountant J. Milne outlined the key features of the FYE26 proposed budget. The ANUEL increase for FYE26 is 12%. Approved exemptions include up to \$5,500 for legal; \$6,300 for ASHP maintenance; and \$70,000 for the RSC position and programs. Administrative salaries were increased by 4%, with the ED salary increasing by approximately 3.5%, as dictated by the ED Salary Calculation Worksheet. A new administrative position that went unfilled in FYE25 was redefined, including reducing hours, will be funded only by New Duplex and SHALIP. Maintenance pay rates are set by the DLS; however, this year, the Budget Guidelines allow for some adjustments, for instance, for long-time employees. Ms. Milne outlined other administrative, maintenance, and contractor costs. She reminded the Board that it previously voted a set aside for extraordinary non-routine maintenance, some of which is currently being expended on the 667 fire alarm upgrade project.

A motion was made by F. Riepe, seconded by S. Cline, and unanimously voted, to approve the FYE26 budget as presented.

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to sign the contract of employment between Executive Director Sheila M Cusolito and the Sudbury Housing Authority and the contract cover sheet for a term of three years, commencing on April 1, 2025 at an annual base operating salary of \$68,418 and staff hours of 26 hours/week; to match the DHCD-approved vacation carryover; and to authorize carryover of additional vacation as outlined in Rider 1; and to authorize A. Lepak, Chair; and, as amended, S. Swanger, Treasurer, to sign on behalf of the Housing Authority.

Contract for Financial Assistance 5001 Amendment 20: A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve Amendment #20 of the Contract for Financial Assistance 5001 between the Commonwealth of Massachusetts and the Sudbury Housing Authority in the amount of \$196,344.62 (Targeted Oil Furnace: \$47,129; Automatic Door Openers: \$5,645.76; Asbestos Removal: \$70,150; VU Award: \$73,419.86) and to authorize A. Lepak, Chairperson, to sign on behalf of the Sudbury Housing Authority.

Except for the Automatic Door Openers funding, the balance of funds are assigned to completed projects.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices. There were no new Notices issued since the February 11, 2025 Regular Session.

Liaison Reports: SHT: A. Lepak reported that the planned housing forum has been postponed. S. Cusolito will be presenting the SHA's redevelopment proposal to the Trust on Thursday. The Trust provided a grant of \$5,800 for maintenance on one of the affordable ownership units. The final draft of the Housing Production Plan was presented. Upon review by the Planning and Select Boards, changes were made to listed projects, including removing Broadacres and SHA's 705 redevelopment; however, Director of Planning and Community Development Adam Burney noted that the HPP is more a suggestion than a plan.

CPC: S. Cline reported that at the CPC meeting on March 19, information on policies and processes from surrounding communities, as well as the plans for the April 2 CPC forum, will be presented.

OPEN FORUM

Sarah Kelly, 19 Oakwood Ave wondered about the process for relocating the residents of Oakwood Ave. S. Cusolito noted that there is flexibility in relocation, including options unrelated to the redevelopment. Ms. Kelly asked about follow-up on questions from another abutter and noted that several entities in town favor options other than in-person only public meetings.

UNFINISHED BUSINESS

FISH 288081, 667 Water Main Gate Valve Replacement, Change Orders #1 and #2; CSC; CFC: A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve Change Order #1 in the amount of \$6,949.50 and Change Order #2 in the amount of \$1,455 for FISH 288081, 667 Water Main Gate Valve Replacement for emergency repairs and credit for one unused gate valve, respectively.

This is a modification of the prior vote, now reflecting the standard format of Change Order submissions.

Staffing Consulting Contract: S. Cusolito presented the proposed contract revisions to engage Franklin Professional Associates for administrative staff recruitment.

A motion was made by T. Vitvitsky, seconded by S. Cline, and unanimously voted, to engage Franklin Professional Associates as outlined in the placement agreement as amended.

SHA Feasibility/705 Redevelopment Update: S. Cusolito reported that a tenant will join her and F. Riepe on the design review subcommittee. S. Cusolito and F. Riepe met with CHA, primarily to outline roles and responsibilities for the project. Following that meeting, CHA Deputy Executive Director of Development sent an email summary, which Mr. Riepe provided to the Board. The focal point was a reminder that the ED's role is to communicate with consultants on day-to-day matters/decision-making and communicate with the Board on the project status and results, as well as to emphasize that individual Commissioners are not acting to represent the Board's position. Underlying this is the premise that the Board is not involved with day-to-day operations; rather, it approves the budget, hires the ED, and sets policy for the Housing Authority. CHA reiterated its offer to discuss roles and responsibilities with the Board and recommended a hold on signing the design contract until these matters are understood. As it relates to public communications, ZED will take the lead on the upcoming public outreach focused on site features, with S. Cusolito moderating. CHA further emphasized that with any public engagement, Commissioners will represent the position/decisions of the Board, not their individual positions. F. Riepe stated his commitment to see that the project is designed well and not compromised by an overly burdensome process.

A motion was made by F. Riepe, seconded by T. Vitvitsky, 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, as voted at the March 4, 2025 Special Session and as amended to authorize S. Cline, Vice Chairperson, to sign on behalf of the Sudbury Housing Authority.

The Board agreed by consensus to the terms outlined by CHA for roles and responsibilities.

A. Lepak conferred with Planning and Community Development Director Adam Burney on the permitting avenues for the redevelopment project, including comprehensive permit options and ADU permitting. F. Riepe emphasized the desire to utilize the ADU permitting. He had sent comments to the Planning Department on the Planning Board's proposed changes the Zoning Bylaw.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

Tenant Accounts Receivables: The FYE25 Q3 report was presented.

GASB Report: The FYE25 GASB 74/75 valuation is underway.

Select Board Redevelopment Presentation: S. Cusolito was invited to attend tonight's Select Board meeting, but offered an alternative date that doesn't conflict with SHA's meeting schedule.

WestMetro HOME Consortium Report: S. Cusolito distributed the report commissioned by the consortium to assess housing discrimination based on race and income sources.

Housing Authority Volunteer: SHA received outreach from a recent college graduate who grew up in Sudbury and who is interested in volunteering at the Housing Authority.

667 Annual Recertifications: Determinations are being prepared for distribution.

New Duplex & SHALIP Audits: A site audit, which last occurred in 2022, is being scheduled for New Duplex at the request of EOHLC. SHALIP will undergo a desk audit, which last occurred in 2022, at the request of RHSO.

Vacancies: A right-sized 705 unit for the 8 Oakwood household became available. The family elected to relocate now, rather than wait for the redevelopment construction to begin. There are two current and one pending vacancy at the Village.

Evictions: SHA will appear in Housing Court on a New Duplex tenancy involving unauthorized guests and property damage.

Maintenance: SHA made a hire for the full-time maintenance position. In addition to onboarding, staff will address outstanding work orders and remaining vacancy work. There might be a need to update the cell phone policy as it relates to on call procedures and using a dedicated SHA phone. S. Cusolito will keep the Board apprised.

Capital Project Considerations: FISH 288071, 667 Fire Alarm Upgrade is at the programming stage. S. Cusolito is seeking quotes for alarm monitoring services, which need to be in place at least until the radio box can be reprogrammed. FISH 288081, 667 Water Main Gate Valve project requires quotes to perform additional work related to the failure and temporary repair on a flange distributing water to residential units.

MEMBERS' FORUM

No comments

ADJOURN

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to adjourn the March 11, 2025 Regular Session. The time was 9:11 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: T. Vitvitsky