

# **SUDBURY HOUSING AUTHORITY**

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## **MINUTES OF THE REGULAR MEETING**

May 12, 2025

The SHA met in open session at 1:00 p.m. Those present: Chair: S. Swanger; Vice Chair: T. Vitvitsky; Treasurer: A. Lepak; Member: S. Cline; Executive Director: S. Cusolito

Also present: SHA Fee Accountant J. Milne

Thomas Martin, 55 Hudson Rd; Matt Allen, 16 Oakwood Ave; Alicia Carrillo, 68 Basswood Ave

Absent: Assistant Treasurer: F. Riepe

### **MINUTES**

None

### **FINANCIALS**

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

### **NEW BUSINESS**

**FYE25 Year-End Financial Report, Fee Accountant Jenna Milne:** Fee accountant J. Milne explained the year-end report. The balance sheet for the State programs reflects a healthy reserve. Solar credits and investment income enhanced revenue. Electricity and contract costs were higher than budgeted, while labor costs were lower, reflecting the reduced staffing levels. S. Cusolito asked if the FYE25 Budget revision, which was reverted, should be further revised to reduce the labor line. It had been increased in anticipation of hiring additional staff, which did not occur when anticipated. Ms. Milne stated that she didn't think the SHA was outside the 10% allowable variance and that the submissions are due by the end of the month. The New Duplex and SHALIP programs also reflected growth in reserves. The SHALIP report also reflects costs related to the proposed 705 redevelopment, as the development account is tied to the LIP program. S. Cusolito and J. Milne will discuss these expenditures separately, as the project now has a FISH number tied to the PHI grant, as well as assigned CPA funds, both of which will reimburse some expenses.

The Top Five and Tenant Accounts Receivables were also presented. S. Cusolito noted that the budget lines showing the TAR reflect rent balances on regular ledgers that have not been moved to repayment. This is related to the staffing shortfall and none of the balances is due to fraud.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to certify to both the FYE25 year-end financial statements, Top Five Compensation Form and the Tenant Accounts Receivables data as presented and in the words of the certification.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to certify to compliance with notification procedures for federal and state lead paint laws as presented and in the words of the certification.

**PHN 2023-17 EOHLC Vacancy Initiative Fee, FYE24 Budget Revision:** A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to ratify SHA Board votes under FYE24 Rev 1 Budget Certification and its FYE25 Rev 1 Budget Certification, approving payment of an administration fee of \$5,352, paid in FYE25, to Sheila Cusolito, outlined on PHN 2023-17 Vacancy Initiative Exemption Statement, submitted to EOHLC March 12, 2024.

**FYE26 MVTO Budget:** A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the FYE26 MVTO Budget as presented.

S. Cusolito noted that the budget was due in February to coincide with the SHA's budget submission to the State. The payment requires approval and close-out of the prior-year expenses, which have not been submitted. She further noted that additional funds are provided from RSC program funds and that the MVTO phone costs, running \$200/mo are a separate SHA operating line item.

**FISH 288081, 667 Water Main Gate Valve Replacement: CSC, CFC:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the Certificate of Substantial Completion and the Certificate of Final Completion for FISH 288081, 667 Water Main Gate Valve Replacement, and authorize the final payment of \$4,114.18 to Boston Mechanical Inc.

**667 Long-Term Waiver:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to request a three-year waiver under PHN 2024-03 to continue the repurposed use of Musketahquid Village Unit 2D, as office space by both the SHA's Resident Service Coordinator and the Musketahquid Village Tenant Organization.

**PHN 2025-05: 2025 Revised Income Limits for Admission & FMRs for Continued Occupancy:** A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adopt the revised income limits for admission and FMRs for continued occupancy for State public housing, effective as outlined in PHN 2025-05.

**Public Housing Administration Notices:** S. Cusolito provided a link to the published notices. In addition to PHN 2025-05, a second notice announced that those who were issued back payments on Social Security benefits as a result of federal changes to the WEP and GPO would not owe rent on the benefit payment .

**Liaison Reports: SHT:** A Lepak reported on two meetings of the Trust. At the April 10, 2025 meeting, it was reported that the Housing Production Plan was signed by the Planning Board, but not yet by the Select Board. The Select Board approved a request to permit a feasibility study on 77 Hudson Road for construction of homeownership units. The Trust is earmarking a soft cap of \$50,000 for the work. The Trust is planning a general housing information forum for early Fall that will include participation by state and regional housing advocacy groups. S. Cusolito suggested outreach to the Housing Navigator. Kelley Cronin resigned from the Trust.

At its May 8 meeting the Trust committed to attending a May 29 meeting of a regional planning and development consortium, MAGIC. A quote for \$17,000 for the 77 Hudson Road feasibility work was received. It will cover wetlands and topography. A second phase will be commissioned if the initial work demonstrates the land is dry enough to build on. Also discussed was a property going on the market in the mid \$500K range that might require a \$200K investment in improvements. If the Trust takes ownership and improves the property, it would be subject to public procurement requirements. The first step will be to commission a detailed home inspection. The mortgage level for affordable ownership is now in the \$350K range. The Trust will consider drafting guidelines for its anticipated creation of additional affordable ownership units. Also discussed was the idea of including owner-occupied ADUs in ownership housing.

**CPC:** S. Cline reported that the CPC met on May 5, voting to indefinitely postpone Article 46.

## **OPEN FORUM**

No comments.

## **UNFINISHED BUSINESS**

**SHA Feasibility/705 Redevelopment Update:** S. Cusolito reported that a felony burglary occurred in March at 8 Oakwood Ave committed by a neighbor of the property. Police facilitated the return of some, but not all property belonging to SHA's residents, who were in the process of relocating. The offending neighbor also disposed of personal belongings on SHA's property. The SPD report indicates that SHA was contacted, but SHA has no record of outreach, so only just learned of the incident from its tenant last week. SHA might send a letter to the offender to discourage further trespassing. At SHA's 21 Great Lake property, a neighbor repeatedly parked vehicles in the driveway, even following verbal requests not to do so, but apparently discontinuing following a written request.

SHA received notice of a ZBA hearing tonight for construction of a 77 SF mudroom at 30 Beechwood Ave, which is similar to the type of variance that SHA might request for its redevelopment project. S. Cusolito reported that she and Commissioner Riepe met today with CHA and ZED, largely to discuss the permitting options. Comments on the draft 25% schematic design are still under consideration. By SHA's next meeting the 25% SD is expected to be finalized, if the permitting path is defined before that time.

S. Cusolito requested the Board authorize CHA to apply for a Community One Stop For Growth Grant on behalf of SHA. Commissioner Cline suggested a broader authorization to cover other funding opportunities.

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to authorize Cambridge Housing Authority to submit an application for funding under the Community One Stop For Growth program on behalf of Sudbury Housing Authority.

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to authorize Cambridge Housing Authority to submit any application for funds on behalf of Sudbury Housing Authority, for which SHA might qualify, as such opportunities arise.

## **DIRECTOR'S REPORT**

Cash Receipts: The cash receipt report was presented.

FYE26 Operating Budget: SHA's proposed budget was approved by the State.

ED Contract: SHA's contract with the executive director was approved by the State.

Massachusetts Large Building Energy Reporting: SHA received notice from the Executive Office of Energy and Environmental Affairs of a new energy reporting requirement for the Musketahquid Village site.

EOHLC Site Visit: EOHLC Secretary Ed Augustus, State Representative Carmine Gentile and State Senator Jamie Eldridge met with Executive Director S. Cusolito and Commissioners Lepak and Vitvitsky on May 7 at the Village. Secretary Augustus underscored the statewide need for additional housing as well as new revenue streams to both improve existing housing and create new housing. He appreciated learning of the challenges faced by small housing authorities such as Sudbury and praised Sudbury's efforts to maintain its properties. All guests were impressed with a vacant unit that will be leased on Friday, as well as with the grounds and plantings at the Village.

FISH 288071, 667 Fire Alarm Upgrade: Shortly after the project was validated by the Fire Department last month, SHA experienced a number of advisory reports from the monitoring agency that turned out to be related to a loose wire in the new panel that has since been corrected.

Generator Assessment: SHA believes a recent repair to the main transformer feeding the generator has resolved the issues with resetting after an outage. SHA is considering reallocating FISH project funds assigned to troubleshoot the system to paving the fire road and installing removable speed bumps.

Vacancies: One new 667 vacancy resulted from a death. One New Duplex vacancy is expected later this month.

Evictions: One New Duplex resident under a mediated agreement gave notice to vacate. A second New Duplex resident has been advised to issue a no trespass order, which the SHA will also explore for its purposes.

Maintenance: Routine and vacancy work are on schedule with the addition of the full-time staffperson.

Administrative Staffing: On site interviews for the permanent, full-time occupancy position are scheduled for May 13. SHA has hired a second, highly experienced consultant to complete the 667 annual recertification, which are slated to be effective July 1. She noted that the due date is April 1 and that the impact to individual tenants will depend on when and how completely each responded. The 705 recertification materials will be distributed this week.

New Duplex and SHALIP Audits: The New Duplex on-site inspections took place in April, with some documentation from SHA pending submission. SHA has been unable to make all requested submissions for the SHALIP audit.

## **MEMBERS' FORUM**

No comments

## **ADJOURN**

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to adjourn the May 12, 2025 Regular Session. The time was 2:45 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky