

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

June 10, 2025

The SHA met in open session at 7:05 p.m. Those present: Chair: A. Lepak; Vice Chair: S. Cline; Treasurer: S. Swanger; Member: T. Vitvitsky; Executive Director: S. Cusolito

Absent: Assistant Treasurer: F. Riepe

MINUTES

A motion was made by S. Cline, seconded by S. Swanger, and unanimously voted, to approve the minutes of the March 11, 2025 and April 8, 2025 Regular Sessions and the April 18, 2025 and May 21, 2025 Special Sessions.

FINANCIALS

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

NEW BUSINESS

Middlesex County Retirement System FY26 Appropriation: A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to authorize a payment of \$57,487.00 to Middlesex County Retirement System, representing the full amount of SHA's current annual obligation.

Board Member Elections: A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the slate as presented: Chair: S. Swanger; Vice Chair: T. Vitvitsky; Treasurer: A. Lepak; Assistant Treasurer: F. Riepe; Member: S. Cline.

Community Preservation Committee Appointment: A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to reappoint S. Cline as the SHA's representative to the CPC.

Subcommittee Structure: A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to assign Commissioners to the following subcommittees: Community Engagement: S. Swanger and S. Cline; Personnel: A. Lepak and T. Vitvitsky; 705 Design: F. Riepe; Policy: A. Lepak and S. Swanger.

Capital Project Administration Fees: Tabled. S. Cusolito noted that the MOD fiscal year closes June 30 and that all expenses in MOD FY25 must be submitted by mid-July. She stated that the Board can approve a fee for the redevelopment project, but it can only represent work done in the current fiscal year, not work to date since 2019. She asked to dialogue with an interested Commissioner on an appropriate fee, given the significant time spent on the project. S. Cline and A. Lepak agreed to do so.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices.

Liaison Reports: SHT: A Lepak reported that the Trust will meet this Thursday. Trustee J. Ryan contacted her about the Trust's planned general housing forum in order to coordinate around a possible redevelopment forum hosted by SHA. S. Cusolito reported she had provided some information to the Planning Department on the Hudson Road parcel of interest to the Trust. She noted that the information is likely to be too dated for the Trust's current purposes.

OPEN FORUM

Charlene Shelton, President of the Musketahquid Village Tenant Organization outlined Village resident concerns over the annual recertification process, stating that two recent communications were confusing and vague. She stated that she discussed the matter with Mass Union and attorneys. She took issue with having to come in to sign paperwork, rather than continuing with the historic practice of having the paperwork delivered to tenants' doors. She stated that the LTO has not been involved in SHA matters, but is here to stand up for residents and ensure their best life. Village resident David Alkins reiterated the confusion around the recent notices and the lack of prior communications or financial consequences, given the SHA was late with the determinations. S. Cusolito explained that the processes follow directly from the regulations and, to the extent that the SHA was late to issue new rents, the processes are all tenant-favorable. She emphasized that the SHA *has* provided periodic notifications on the status of the recertifications, for instance, in the Village newsletter. She further explained that the only tenants who might be negatively affected are those who responded entirely after the submission deadline or those who didn't respond at all, as outlined in the lease. Commissioner and Village resident T. Vitvitsky considered it only fair to note that if a tenant's rent was going down, a credit would be issued. Village resident Brenda Erickson stated the broader question of why the recertifications were late and whether there are rules that address that. S. Cusolito stated that the recertification process occurs along a very strict timeline that has been explained every year in the newsletter and that is audited annually through the AUP. She briefly outlined the timeline, stating that the SHA is meeting the requirements. Village resident Doreen LeBlanc, who retired from a bookkeeping position at Acton Housing Authority stated her understanding of the regulations, specific to her recertification and near immediate redetermination. S. Cusolito stated that tenants have the opportunity to ask about their redeterminations by appointment once they are issued with the required 14-day notice. She acknowledged the limitations in the recently issued memo and subsequent robo-call. MVTO President Shelton emphasized the need for transparency by the Board. S. Cusolito countered that the SHA Board is not involved with day-to-day operations and is not in a position to respond, but that she could provide more specific information to the MVTO as the need arises. She emphasized that MVTO communications with residents cannot be as representatives of the SHA administration. Commissioner S. Swanger suggested a follow-up discussion for the MVTO to outline how the Board can be helpful to its operations.

Residents asked generally about the status of filling the FT administrative position that has been vacant for some time. S. Cusolito noted that the MVTO has been involved with the hiring process and that SHA recently hired a recruiting company to fill the position. Commissioner and Village resident T. Vitvitsky noted that the SHA was successful in hiring a FT maintenance person several months ago. Some residents commented on the limited number of hours and staff, as well as the wage rates, which S. Cusolito noted are matters the tenants need to direct to the State, which dictates limits on those factors.

Village resident David Alkins stated a need for tenants to meet with S. Cusolito more frequently to preempt administrative matters being brought to the Board. Where capital improvements are concerned, he characterized the (galley) kitchens as dangerously small and limiting to quality of life. He considers this an

emergency about which he's informed his attorney because of his physical limitations and his continued interest in cooking.

CJ Davis, 5 Oakwood Ave, asked why resources and funds are being utilized for the Pine Lakes (redevelopment) project, given the concerns just expressed with property upkeep. He reiterated that Pine Lakes residents would support SHA utilizing CPC funds for housing preservation instead of the duplex project.

UNFINISHED BUSINESS

SHA Feasibility/705 Redevelopment Update: S. Cusolito reported that CHA facilitated the submission of a funding application for infrastructure work via the One-Stop process. The timeline for award notification is October/November. She stated that updated schematic designs are expected tomorrow. Commissioners set a tentative second meeting date of June 17 at 10 am, as well as a likely need to reschedule the July meeting date to the 7th in the evening.

Commissioner S. Swanger initiated a discussion about scheduling time with the MVTO President to discuss policies. S. Cusolito clarified that tenants are involved with policies and procedures that affect tenants and that in most cases, changes to such policies would be initiated by SHA. She also noted that the administration is still trying to work with the MVTO to bring it into compliance with the basic requirements of an LTO, for instance submitting its budget and budget reports along the timeline and format outlined in the MOA. She cited non-compliance as the reason she has been unable to issue the FYE26 stipend. S. Cusolito also noted that the SHA is required to meet quarterly with the MVTO, but that the latter frequently requests postponement.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

EOHLC Undersecretary Site Visit Follow-Up: Undersecretary Ed Augustus followed his May 7 visit to SHA with a letter of thanks. T. Vitvitsky welcomed Commissioners who hadn't seen the Village units to visit hers. She noted that all apartments except the accessible units have galley kitchens and that she has no issue cooking in the space. S. Cusolito noted that relatively speaking, its units are considered to be adequate and in good condition. She reiterated the praise received on the Village grounds and plantings during the May 7 visit.

EOHLC Letter Regarding Rental Assistance Subsidies: A recent communication from HLC outlines impacts of rising costs and insufficient federal funding that will likely reduce rental subsidies, as well as other benefits it has implemented as a Moving to Work agency. S. Cusolito referenced childcare vouchers and training programs as examples of benefits that might be compromised or cut. She has not been informed of specific impacts to SHA's programs that have a federal rental subsidy component.

Vacancies: EOHLC approved SHA's waiver request for Village unit 2D to be utilized as office space for the MVTO and RSC. The move-out related to the death of a tenant reported last month has an imposed deadline of June 20. One New Duplex vacancy is still pending. SHA has conducted specific marketing for those needing a sensory accessible unit, with two applicants responding.

ZBA Variance Approval: SHA received notification that the ZBA approved a variance on Beechwood Ave for a mudroom that likely has relevance to variances SHA might seek for its proposed redevelopment.

Administrative Staffing: SHA is working with a different recruiter at Franklin Professionals, with a revised approach of targeted outreach to mission-oriented candidates, rather than focusing solely on those who respond to the job posting.

New Duplex and SHALIP Audits: All documentation for both audits has been submitted.

MEMBERS' FORUM

S. Cusolito noted her disappointment in the tenant response around the recertification process, as SHA provided a series of global communications, as well as responded to individual queries from tenants. She stated that as a matter of efficiency, SHA plans to adopt the process utilized by the recertification consultant to have tenants come into the office to sign the paperwork, as it will reduce the significant staff time spent following up with tenants who do not return the paperwork following hand-delivery. She also stated that this year was the exception in that SHA has never been late with its recertifications.

ADJOURN

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to adjourn the June 10, 2025 Regular Session. The time was 8:25 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky