

SUDSBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

August 12, 2025

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

Absent: Vice Chair: T. Vitvitsky; Assistant Treasurer: F. Riepe

MINUTES

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the minutes of the May 12, 2025 Regular Session as amended.

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the minutes of the June 24, 2025 Regular Session.

FINANCIALS

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

NEW BUSINESS

FYE25 Agreed Upon Procedures Engagement (AUP): A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the engagement of Lisa Fallon, CPA, P.C., for services related to the EOHLA Agreed Upon Procedures requirements, and to authorize S. Cusolito to sign on behalf of the Housing Authority.

S. Cusolito outlined the scope of the AUP, which reviews operations procedures, including annual tenant recertification, for which SHA will receive a finding for delayed recertification; procurement; contracts; policies, payroll processes; inventory; rent collections; disbursements; financial controls.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices. PHN 2025-10 announces the annual census data reporting, which now occurs via a more streamlined process.

Liaison Reports: SHT: A. Lepak reported that the Trust will meet on Thursday August 14.

CPC: S. Cline reported that the CPC will next meet on September 3.

OPEN FORUM

Alicia Carillo, 68 Basswood Ave, stated appreciation for holding the meeting in the evening, as well as for posting on Thursday. On the subject of SHA's proposed redevelopment project, she asked about documentation for cost adjustments related to the special stretch code voted at Town Meeting. Based on recent discussions of the Select Board, she also asked if SHA plans to submit a CPA fund request for an

anticipated Special Town Meeting. Chairman Swanger clarified that the Open Forum is an opportunity for SHA to get feedback, but not to have a dialogue. S. Cusolito noted that the Board hasn't discussed either topic.

UNFINISHED BUSINESS

SHA Feasibility/705 Redevelopment Update: S. Cusolito reported on a recent meeting with CHA and ZED that both she and Commissioner F. Riepe attended in order to provide feedback on the designs as they stood at that time. As previously reported, ZED sought cost estimates from various estimators, largely without success. To build on the recent site constraint assessments made by a modular builder, ZED requested a general contractor provide a quote to perform cost estimations for both modular and stick-built construction, limited to one site, to better inform construction and design path considerations.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve entering into contract with GVW under the purview of ZeroEnergy Design, for a cost not to exceed \$23,200, and to authorize S. Cusolito to sign on behalf of the Housing Authority.

S. Cusolito clarified that the fee outlined for the contractor's work is \$17,000, with an additional \$4,500 fee due to ZED. The fee is higher than allowable under the contract between SHA and ZED and will likely be reduced.

Referring to recently received emails, S. Cusolito reported on renewed communications to various boards and commissions, undertaken by community members opposed to the proposed redevelopment project.

DIRECTOR'S REPORT

September Regular Session: S. Cusolito reported that two commissioners are unable to attend a meeting on September 9 and asked if the Board wished to reschedule, stating her preference not to alter the meeting schedule. Given Commissioner Riepe's absence, the Board agreed to hold on changing the meeting schedule.

Cash Receipts: The cash receipt report was presented.

Staffing Update: Ariel Sansone joined the SHA as the Occupancy Specialist/Office Administrator on July 29. He has significant experience in private-sector housing, including developments that have an affordable housing component.

c. 705 Annual Recertifications: SHA anticipates distributing packets this Friday, for rents due effective August 1.

Vacancies: One open 667 vacancy due to a transfer from a second- to a first-floor unit and one New Duplex unit with applicant screening underway.

Evictions: No new actions.

Maintenance: The Billerica House of Correction work crew painted exterior entry doors and will return later in the year to either paint parking lines or install rail replacements on the second-floor decks. The crew might also paint building hallways. S. Cusolito noted that there is no charge for the work beyond providing breakfast and lunch for the crew.

MEMBERS' FORUM

ADJOURN

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the August 12, 2025 Regular Session. The time was 7:50 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger