

## **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 PUBLIC HEARING**

#### **FYE27 Annual Plan**

December 17, 2025

The SHA met in open session at 5:05 p.m. Those present: Vice Chair: T. Vitvitsky; Treasurer: A Lepak; Assistant Treasurer: F. Riepe; Member: S. Cline; Executive Director: S. Cusolito

Absent: Chair: S. Swanger

Commissioner Cline asked about the entry in Section 4.1, that reports the operating reserve as \$0 at the end of FY26. S. Cusolito stated that the Plan primarily covers historical data and that FY26 has not completed. She explained that the fluid part of the Annual Plan is the Capital Plan, which covers five years.

Commissioner Vitvitsky commented she did not recall any findings. S. Cusolito stated that the SHA's performance qualified it for an unpublished PMR, with the only finding related to board member training, since corrected. Commissioner Lepak asked why there's such a large discrepancy between the Formula Funding allocation and the Capital Plan spending. S. Cusolito responded that the funding sources are not always identified to cover costs of all projects and that historically, it's the near three years that are better defined. She later clarified that changes in projects and funding needs commonly occur, even within the near-term. T. Vitvitsky noted that the Plan is a large and complex compilation of data. S. Cusolito stated that much of the compilation is database driven. She noted that an important internal update to SHA's preventive maintenance schedule will pull the highly detailed schedule out of the policy to avoid the need to update the policy as need or interest in schedule changes arises. Commissioner Cline asked for clarification on the basis of the dollar amounts shown in the Capital Plan. S. Cusolito explained that the Formula Funding allocation takes into consideration the physical health of the components and the size of the Housing Authority's portfolio, acknowledging that she does not know the actual calculation used, but that all components are tracked within a statewide database that is updated as capital improvements are made. SHA's annual Formula Funding has hovered around \$110K, but increases to \$128K in FY28. She stated that it isn't necessary to utilize all funds within the fiscal year and that sometimes projects get pushed out for other funding priorities. A recent example is a longstanding, unfunded capital project for site improvements across the state portfolio. Discussions internally and with the Fire Department led to the decision to pull the Musketaquid Village fire road paving out of the capital project to handle directly with reserves, which might be how other identified site improvements will be addressed.

Commissioner Cline acknowledged the presence of two tenants, who were advised on how to access the Annual Plan, inviting them to address any questions to the Housing Authority.

A motion was made by T. Vitvitsky, seconded by F. Riepe, and unanimously voted, to approve the FY27 Annual Plan as presented.

### **ADJOURN**

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the December 17, 2025 Public Hearing. The time was 5:25 p.m.

Yes: S. Cline  
Yes: A. Lepak  
Yes: F. Riepe  
Yes: T. Vitvitsky