

# **SUDBURY HOUSING AUTHORITY**

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## **MINUTES OF THE REGULAR MEETING**

July 14, 2025

The SHA met in open session at 1:00 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

Also present: Alicia Carillo, 68 Basswood Ave; Anne Garcia Meitin, 41 Willis Lake Dr

### **MINUTES**

None

### **FINANCIALS**

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

### **NEW BUSINESS**

**FISH 288071, 667 Fire Alarm Upgrade CSC, CFC:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the Certificates of Substantial Completion and Final Completion for FISH 288071, 667 Fire Alarm Upgrade.

SHA was provided the Certificate of Substantial Completion, with S. Cusolito recommending approval of the Certificate of Final Completion, noting that all work has been requisitioned.

**FY25 Capital Project Administrative Fees:** A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted to approve capital project administration fees to Sheila Cusolito in the amount of \$13,528.40 for FISH 288071, 667 Fire Alarm Upgrade and \$8,797.50 for FISH 288082, PHI 2024 705 Redevelopment, as determined by the Executive Office of Housing and Livable Communities, in the latter representing 10% of costs requisitioned against the PHI.

S. Cusolito noted that EOHLC advised on which invoices to pay from the PHI and which to pay from CPA funds for FISH 288082.

**CFA Authorized Signatories:** A motion was made by A. Lepak, seconded by F. Riepe, and unanimously voted to approve S. Swanger, A. Lepak, and S. Cline as authorized signatories for the Contractor Authorized Signatory Listing (CASL).

S. Cusolito noted that the CASL relates to the increasing use of DocuSign, particularly for Contracts for Financial Assistance. She also stated that she will serve as the authorized officer, which precludes serving as an authorized signatory.

**New Duplex & SHALIP Audit Reports:** Reports were presented. S. Cusolito commented that she expects a full audit of New Duplex to occur within the next year.

S. Cusolito confirmed that the state inspections found the New Duplex properties in good condition during a recent site visit. She reported that the SHALIP unit underwent a desk audit that resulted in recommendations that differ in some cases from those previously made by the RHSO, which monitors the program for the Town. For example, the waitlist management recommendation previously made was to expire longstanding applicants, rather than perform periodic updates. This resulted in a lottery in 2021 to fill the unit upon turnover. S. Cusolito further noted for example, that the voucher requires SMOC to perform an annual financial certification, but that SHA must also request the same paperwork and independently certify the tenant under both the LIP program *and* voucher requirements. Both RHSO and SHA recognize the need for a better understanding of how the requirements related to the LIP program fit with those related to having a resident who holds a voucher.

**Public Housing Administration Notices:** S. Cusolito provided a link to the published notices. One notice outlines vacant unit turnover supports and newly implemented incentives for timely turnover. SHA is exploring turnover models used at other LHAs, but stated that SHA's limited maintenance staff capacity does not fit with the target turnover timelines in many cases. A second PHN announced funding availability for LHAs to plan for an American Revolution 250th anniversary celebration. SHA's RSC is developing a concept for this. Commissioner Vitvitsky recommended including a speaker in the event.

**Liaison Reports:** SHT: A Lepak reported on two meetings of the Trust. A new member was appointed by the Select Board. The SHT expects to receive an engineering report in September or October for the 77 Hudson Road property. The Select Board approved the Housing Production Plan 4-1. The Trust is planning a general housing forum for October that will include participation by state and regional housing advocacy groups.

Select Board: S. Cusolito reported that SHA's Select Board liaison is Janie Dretler.

CPC: The CPC has not met since the last report.

## **OPEN FORUM**

Anne Garcia-Meitin, 41 Willis Lake Drive enumerated a number of actions that exceed public meeting requirements that she suggests the SHA consider. Alicia Carillo, 68 Basswood Ave echoed this sentiment with a similar outline of expectations. For example, both were critical of agenda postings that meet the minimum 48-hour notice, holding meetings during daytime hours, not including back-up materials with the online agenda, suggesting that such practices erode the public trust. Ms. Carillo also asked about the cost impacts of the newly adopted stretch code on SHA's redevelopment proposal and how the documentation of impacts can be accessed. Commissioner Vitvitsky responded that opinions would be taken under consideration and that the Board cannot respond about the stretch code at this time.

## **UNFINISHED BUSINESS**

**SHA Feasibility/705 Redevelopment Update:** S. Cusolito reported that a modular construction company viewed the four sites to provide information on requirements and constraints for construction on the sites. She outlined the factors at play, including a design approach that assumes modular construction; design and cost factors that compel consideration of panelized or stick-built construction; an understanding of how design might change with each construction approach. ZED is reaching out to general contractors and estimators in hopes of obtaining cost estimates for the approaches. Approaches to design consideration include a narrative discussion of design trade-offs; annotation of the existing draft 25% plan with likely changes based on construction approach; drafting new plans. S. Cusolito favors annotating existing plans, while Commissioner Riepe favors creating new plans. S. Cusolito noted that ZED performed more design iterations than outlined in the contract with no fee adjustment and cautioned that this would not be the case as the design process progressed. She further stated that the designs would not be updated until a price proposal from ZED is received and approved, but that the construction cost estimate and approach also need to be decided upon before design work progresses. Finally, she reported that CHA has the ability to produce a rack card and requested the most current version of content from commissioners creating it. CHA is also willing to expand its tasks as needed.

## **DIRECTOR'S REPORT**

**Cash Receipts:** The cash receipt report was presented.

**RSC Quarterly Report:** The RSC quarterly report was presented. S. Cline commented that the numerical summaries are not always clear.

**PMR Desk Audit Ratings Summary, unpublished year:** The PMR Summary was presented. S. Cusolito stated that the TAR finding is due to balances on rent ledgers that were not transferred to repayment ledgers, owing to limited staffing. She stated that the accountant explained the Adjusted Net Income finding is the result of an adjusted net income of 16.5%. The current limit is 15%. This in part relates to the challenges in meeting the requirement to adjust budgets just before the close of the fiscal year by predicting expenses such as energy, and, specifically this year, anticipated hirings. She further noted that the criteria for this category is under reconsideration.

**Carlisle Affordable Housing, Inc.:** SHA received a call from a board member Ralph Anderson, of Carlisle Affordable Housing, Inc., which owns a small number of privately managed housing units for seniors. Mr. Anderson asked about the operating model in place at Musketahquid Village. He also asked if SHA would consider assuming the property management role. S. Cusolito offered to bring the query to the Board's attention.

**Zoom Meeting Option:** The Zoom subscription is up for renewal. S. Cusolito asked if commissioners wish to keep the option or switch to Microsoft Teams. Commissioners favor keeping the subscription.

**Capital Projects:** All invoices for the MOD fiscal year must be submitted by this Friday. S. Cusolito is working with SHA's project manager to move funds to cover incurred costs so that the invoices can be submitted successfully.

**MVTO Meeting:** S. Cusolito met with the MVTO leadership last week, largely to encourage officers to pursue a better understanding of the lease, regulations and processes in order to advocate effectively for all residents. She stated that tenants' rights might be compromised if matters such as some that were stated at the June 10, 2025 Regular Session come before the board prematurely and without context. More generally, she shared that the leadership would be better empowered by increasing their understanding of the rules and regulations of public housing. SHA staff stated its commitment to assist with that effort. She stated that

the annual recertifications at the root of concerns expressed in June were completed. There were five appointments scheduled, all with satisfactory outcomes, and 100% compliance with signing the Lease Addendum. She noted that 705 recertifications will be delayed by one month.

Staffing: S. Cusolito hopes to have an offer finalized by the end of this week to fill the occupancy position.

Maintenance: Several maintenance tasks are underway, including duct and vent cleaning; power washing; deck work. The Billerica House of Correction work crew will paint exterior entry doors and will return later in the year to paint building hallways and parking lines. Routine and vacancy work are on schedule.

## **MEMBERS' FORUM**

Commissioner Vitvitsky asked if any local landscape companies offer pro bono services, which S. Cusolito stated has not occurred. She noted that the MVTO has asked, but that, among other factors, the SHA would have to supervise and provide a scope of work. Ms. Vitvitsky's interest is in the care of the established plantings that make the Village attractive. Commissioner Vitvitsky also stated she will be out of the country for the next two months and unavailable for meetings. Commissioner Cline is also unavailable for the September meeting, but might be able to adjust if necessary.

S. Cusolito asked the board to reconsider its interest in scheduling interim monthly meetings, given the scheduling and rescheduling that occurred in June against the meeting content, opining that the decision should be based on the matters under consideration.

## **ADJOURN**

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the July 14, 2025 Regular Session. The time was 2:05 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: T. Vitvitsky