

## **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 REGULAR MEETING**

November 18, 2025

The SHA met in open session at 10:10 a.m. Those present: Chair: S. Swanger; Vice Chair: T. Vitvitsky; Treasurer: A Lepak; Assistant Treasurer: F. Riepe; Member: S. Cline; Executive Director: S. Cusolito

### **PUBLIC COMMENTS**

Alicia Carillo, 68 Basswood Ave, summarized comments made by the executive director of the Massachusetts Community Preservation Coalition, Stuart Saginor, that CPA funds should not be used to maintain state properties. She contrasted that with a 2015 memo issued by EOHLC—then DHCD—of its interpretation that CPA fund use should be allowed under certain circumstances. Favoring the latter interpretation, she argued that SHA's two currently vacant single-family homes could be preserved as such using CPA funds, rather than redeveloped. She also referenced the recently earmarked \$2.5 billion to bring offline State units back online, stating that SHA should seek these funds to bring the units back online, rather than pursue redevelopment.

### **MINUTES**

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

### **FINANCIALS**

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

### **NEW BUSINESS**

**FYE26 Q2 Financial Report:** Not available.

**705 Rent Write-Off:** Previously voted.

**Public Housing Administration Notices:** S. Cusolito provided a link to the published notices, including today's notice of a new Public Housing Innovations funding round.

**Subcommittee Reports:** Community Engagement: S. Cline noted that the October 23 SHT/SHA housing forum was well attended. Commissioner Swanger stated that the CE subcommittee will continue to meet to discuss next steps. S. Cline stated that the subcommittee, which includes Town staff, RHSO staff, and members of the SHA and SHT, plans to explore various models for both advocacy and development of affordable housing used by neighboring communities. She characterized it more as a roundtable than a subcommittee.

**Liaison Reports:** CPC: S. Cline reported that the CPC received 11 funding proposals, which are currently under review.

SHT: A. Lepak reported that the Trust recommended appointing Gabe Ciccariello, a developer specializing in adaptable units, to the SHT at its November 13 meeting. The Trust also characterizes the Community Engagement effort as an ad hoc roundtable effort, broadly inclusive of multiple Town board and committee members. The report commissioned by the Trust for 77 Hudson Road suggests that the parcel would likely only support one slab-constructed duplex of approximately 2,200 SF due to wetlands and the water table constraints. The Crime Lab was viewed as a possibility for starter homes. Broadacres was suggested for 3-5 housing units on the site of the existing house. Commissioner Swanger outlined a mixed-use idea he proposed a number of years ago for the site, broadly: convert existing stables to workspaces or artist studios; create new recreation opportunities and connect to adjacent recreation facilities; create a mix of housing and commercial space, with particular interest on a small food service provider that could support facility and rail trail users. SHT member J. Dretler supports a renewed examination of Town-owned parcels for housing purposes.

S. Cusolito requested information on the process to acquire the Crime Lab. At this time, C. Gentile is interfacing on behalf of the Town. Commissioners wish to communicate SHA's interest in the property, alongside the Trust's.

## **OPEN FORUM**

Included in error; replaced by Public Comment.

## **UNFINISHED BUSINESS**

**SHA Feasibility/705 Redevelopment Update:** S. Cusolito previously reported that SHA was not awarded infrastructure funding under the One Stop application. She and CHA consultants attended a de-briefing, learning that the decision was largely due to volume of applications and limitations on funding. SHA was encouraged to apply in future funding rounds.

The Attorney General recently issued an opinion on Sudbury's ADU bylaw. Commissioner Riepe stated that Sudbury will be required to follow the State statute while any matters related to the voted bylaw are addressed.

S. Cusolito stated the goal of providing information in December that combines consideration of current design and projected costs as currently understood, in order to identify the development path that best minimizes costs.

Related to development funding, she reported that accessing the Frost Farm housing funds would require a Town Meeting action.

**Agreed Upon Procedures Update:** S. Cusolito distributed the FYE25 AUP report, generated following the October site visit. She understands that SHA's performance likely qualifies it to move from annual to biennial audits. S. Cline noted that this is an audit of the entire State program that examines seven different categories and 65 subcategories, characterizing the results as a remarkable achievement. When asked about audit preparation time, S. Cusolito stated that in addition to the inordinate amount of staff time required to recapture inadvertently paid sales tax, the most time-consuming element is preparation and update of a contract register that lists extensive information on each contractor paid during the fiscal year, contract amounts, expenditures, procurement mechanism and related dates, location of files, etc. She stated that it is

not convenient to update the register with each payment and that much of the data is already captured within existing databases maintained by either the SHA or the State.

**FYE27 Annual Plan Update:** The public hearing for the Annual Plan, which has been published, is anticipated to occur on December 15, rather than at the December 9 Regular Session.

## **DIRECTOR'S REPORT**

Cash Receipts: The cash receipt report was presented.

CPC Annual Reports: Annual reports were submitted to the Town as required.

RCAT Site Visit: RCAT has added a sustainability coordinator, who recently reviewed the various heating systems utilized at SHA's state properties. Also discussed were other sustainability needs, such as replacement windows for Musketahquid Village and siding for there and other locations. She stated a hope that funds earmarked for sustainability initiatives could be combined with other funding to undertake the desired comprehensive improvement envisioned for the Village.

FISH 288075 705-4 Septic Replacement: The system at the 1990s-built Fairbank Circle development was targeted by HLC for replacement, without similarly targeting the systems installed simultaneously at Pine and Old Meadow Road. The Work Order has expanded to include these sites, without specifically identifying all funding resources. The State will request a design fee proposal from one of the engineering firms within its House Doctor program. When asked about the process that identified these systems for replacement, S. Cusolito responded that by typical standards, the system components are expiring and replacement will avoid a catastrophic failure. She did inform the HLC architect of SHA's likely interest in developing additional housing on the Old Meadow Road site, in hopes of installing the new system in a location that won't interfere with such an undertaking.

Vacancies: A unit at the Village will be vacated due to the death of the tenant. SHA will be reviewing disabled applicants under 60. SHA received informal notice that another New Duplex family unit will be vacated.

Evictions: The SHA is considering issuing a Notice of Termination to a 705 household for multiple lease violations. Currently there is an active Notice against a New Duplex household, primarily for unauthorized occupants and property damage.

Maintenance: S. Cusolito alerted the Board of her intention to include a second full-time maintenance position in the FYE27 budget. She stated that the increased costs over the State-calculated allowable staff time can be covered by the non-State programs.

## **MEMBERS' FORUM**

Commissioner T. Vitvitsky commented on the positive impression the Village development makes, as expressed by a nurse who visited Ms. Vitvitsky through an annual home visit program for the elderly and who visits many other such public housing developments.

## **ADJOURN**

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the November 18, 2025 Regular Session. The time was 11:10 a.m.

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