

# **SUDBURY HOUSING AUTHORITY**

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## **MINUTES OF THE REGULAR MEETING**

September 17, 2025

The SHA met in open session at 10:35 a.m. Those present: Chair: S. Swanger; Treasurer: A Lepak; Assistant Treasurer: F. Riepe; Member: S. Cline; Executive Director: S. Cusolito

Absent: Vice Chair: T. Vitvitsky

### **MINUTES**

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the minutes of the June 10, 2025 Regular Session as amended.

### **FINANCIALS**

A motion was made by A. Lepak, seconded by F. Riepe, and unanimously voted, to approve the checks written in August 2025.

### **NEW BUSINESS**

**Organization of Agenda Items, Meeting Materials:** A motion was made by F. Riepe, seconded by S. Cline, and unanimously voted, to revise the order of the agenda to include a public comment agenda item at the start of the meeting, to limit each speaker's comments to three minutes, and to remove the open forum agenda item.

Chairman Swanger outlined the model for public comments utilized by the Sudbury Public Schools Committee, noting that the public comment period is intended to receive comments, but not to engage in a dialogue and that the SPS Committee places the public comment period at the top of the agenda. Other boards, including the Select Board, have a similar sequence. S. Cusolito explained that the minutes need to include both Commissioners who are present or absent, as well as those guests invited to present to the Board. She explained that members of the public are always able to attend public meetings, but their presence is not as an invited participant in the Board's regular business. Noting that there is a desire to have a record of members of the public who choose to record their presence, she suggested appending the sign-in record to the minutes as a more appropriate way of capturing the information. In order to correct or clarify statements made by members of the public around advance agenda posting and availability of meeting materials, S. Cusolito assured Commissioners that SHA meets or exceeds the regulatory requirements for what and when it posts. She corrected the public comment that referenced the *customary* practice of posting meeting back-up materials by noting that of the 41 Town boards and commissions, only three—each supported by the Town Manager's office—post back-up materials. She clarified that in the instance of a public hearing, where public comment is expected, materials related to the hearing topic are posted in advance.

**FYE26 Q1 Financial Report: Operating, MOD, TAR:** A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the FYE26 Q1 Financial Reports as presented.

S. Cusolito noted that the quarterly reports do not require a board vote, but that SHA's Board has traditionally voted. She explained that for financial reporting purposes, the SHALP Development account is tied to the SHALIP operating account, which means that adjustments related to the proposed 705 redevelopment project that are paid or received through the Development account will appear on the SHALIP monthly financial statement. She also explained that for purposes of the TAR, the state requires separately designating normal (hardship) repayments from fraud (unreported income) repayments. She referenced the PMR finding for FYE25 related to the TAR, commenting that it resulted from balances appearing on tenants' regular rent ledger, rather than being transferred to repayment ledgers. She emphasized that this is a direct result of administrative short-staffing.

**FY27 CPA Fund Request:** A motion was made by S. Cline, seconded by F. Riepe, and unanimously defeated, to submit a CPA fund request, due by September 21, in response to the CPC's request for proposals for consideration at the 2026 Annual Town Meeting.

In consideration of the 705 redevelopment project status, the Board opined that a request for this purpose is premature and that previously awarded funds will continue to be utilized for this project. S. Cusolito noted that the SHA could submit a proposal in support of another initiative, citing the interest of both tenants and staff in a comprehensive capital improvement at Musketahquid Village. She reminded Commissioners of discussions around the FYE26 Annual Plan last December, where the Board supported the recommendation to hire consultants to both assess conditions and pursue funding opportunities to carry out such an improvement. S. Cusolito opined that a funding request for that purpose could wait until the project is further defined.

**Public Housing Administration Notices:** S. Cusolito provided a link to the published notices, including. PHN 2025-11, the FYE27 budget guidelines. She highlighted the new incentives associated with vacant unit turnovers, noting that SHA is disadvantaged due to its staff size for meeting the criteria associated with the incentives, but that cross-training might allow for eventual success.

**Subcommittee Reports: Community Engagement:** A press release announcing the October 23 housing forum was circulated. Commissioner Cline outlined the format of the forum. Commissioner Swanger reported on interest and support from the Chamber of Commerce and members of the Clergy Association.

**Logo:** CHA is preparing an information sheet for both the SHA and SHT. S. Cusolito noted that SHA has a stamp reflecting the date of its formation, but does not have the original art on file. She explained that more recently, Technology Administrator Mark Thompson modified a stock clip art image that appears on SHA's website, as well as some materials prepared by CHA.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adopt the modified clip art image as the Sudbury Housing Authority logo.

**Housing forum cost-sharing:** A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to share the costs 50:50 with SHT for housing forum materials preparation by CHA.

S. Cusolito noted that there has been no discussion of having a memorandum of agreement between the Town and SHA. Commissioners opined that the modest costs likely don't warrant a MOA. Commissioner Lepak will inform the Planning Department of the vote.

**Liaison Reports:** A. Lepak commented that the primary focus of the Trust has been the housing forum. K. Bell recommends having greeters at the event. A report on 77 Hudson Road is expected mid-October.

There's interest in utilizing the approximately \$385,000 reserved from development of Frost Farm, as well as in utilizing the Crime Lab site for housing. S. Cusolito will follow up on both the Frost Farm fund and the Crime Lab disposition. Chairman Gentile reiterated his interest in a transfer tax, also of interest in 19 other cities and town. To date there's been no legislative action.

CPC: S. Cline reported that the CPA Plan, last revised in 2009, is undergoing an update. Massachusetts Community Preservation Coalition Executive Director Stuart Saginor will present to the CPC at its meeting tonight.

## **OPEN FORUM**

Alicia Carillo, 68 Basswood Ave, reiterated her preference for evening meetings. She took issue with the SHA's statement that it exceeds public meeting posting requirements, reiterating her preference that meeting materials be available in advance. She characterized public records requests as inconvenient. She expressed her opinion on the draft schematic design, stating that they are not in keeping with the character of the neighborhood owing to exterior staircases on some structures. Commissioner F. Riepe commented that the staircases have since been enclosed.

## **UNFINISHED BUSINESS**

**SHA Feasibility/705 Redevelopment Update:** S. Cusolito reported that the cost estimate for site-built vs. modular has not been received. The cost estimate will inform how the 25% design will proceed. ZED would then issue a price proposal for the next design phase. The community engagement subcommittee posted a response to an abutter's recent criticisms of the project.

## **DIRECTOR'S REPORT**

Cash Receipts: The cash receipt report was presented.

New Duplex Audit: SHA received notice that the program will undergo a full audit, but that she is requesting additional time to respond, given the short notice and the current focus on the State Agreed Upon Procedures audit. S. Cusolito noted that the program has only been audited one other time, seven years into the program.

Agreed Upon Procedures: Audit preparation is underway.

Section 8 Program Contract Rents & Utility Allowances: SHA recently received a memo dated May 1, 2025 outlining how and when rents will be adjusted.

MVTO Meeting: S. Cusolito met with the leadership on Monday. Only two of four officers attended. She referenced the June 10, 2025 meeting, where tenants expressed concern about the annual recertifications. Staff had asked leadership to review the regulations, the lease, and policies, all of which had been provided, and come to scheduled meetings prepared with questions to better inform their comments and advocacy. She noted that the MVTO often focuses on the level of individual tenants, rather than more broadly on the regulations, and often implements undertakings that compromise staff time without informing the administration in advance. S. Cusolito also reported that she will open up capital planning meetings to all residents, as was the practice prior to the recognition of the MVTO.

c. 705 Annual Recertifications: The recertifications were late by one month.

Flu Clinic: The Board of Health will hold a clinic on site in a couple of weeks.

CPC Reports: The annual reports are due October 15.

Mandatory Data Reporting: The annual report is due by the end of September. The housing software does not distinguish between the various programs. SHA is seeking advice from the state on how to adjust the reporting.

Vacancies: All Village units are occupied. One New Duplex unit with applicant screening underway.

## **MEMBERS' FORUM**

No comments.

## **ADJOURN**

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the September 17, 2025 Regular Session. The time was 11:50 a.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: S. Swanger