

# 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

December 9, 2025

The SHA met in open session at 7:08 p.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

None.

### MINUTES

A motion was made by A. Lepak, seconded by S. Cline, and unanimously voted, to approve the minutes of the September 17, 2025 and October 14, 2025 Regular Sessions.

### FINANCIALS

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

### NEW BUSINESS

**FYE26 Q2 Financial Report:** The FYE26 Q2 Financial Report and TAR, as well as the FY26 Q1 MOD Report, were presented.

**State-Aided Property, Boiler & Machinery and Crime Insurance Renewal, Agreement:** A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to approve a payment of \$24,208 to Brown & Brown Insurance Services for State-aided property, boiler & machinery and crime insurance, and to authorize S. Cusolito and S. Swanger to sign the insurance program Participation Agreement on behalf of the Housing Authority.

**New Duplex & SHALIP Rent Increase Requests:** A motion was made by A. Lepak, seconded by F. Riepe, and unanimously voted, to approve a request for monthly rents to increase for the Sudbury Duplexes to the allowable Fair Market Rents, less the utility allowance: 2-BR: \$2,974; 3-BR: \$3,584.

S. Cusolito noted that last year's Board-voted request was not pursued and that the increases are modest (\$41 & \$13, respectively) owing to a recent change to the process and formula utilized to calculate S8 PBV rents.

**2026 Meeting Calendar:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the 2026 meeting calendar as presented.

**Leave Time Carry-Over Request:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the carry-over request of S. Cusolito for unused leave time from 2025.

S. Cusolito outlined that the Board has previously approved carry-over from prior years and that she has a approximately 20 additional days from the current year that are unlikely to be used in the remainder of 2025. She stated that she's unlikely to be able to utilize the time unless she cuts her hours back, proposing to reduce weekly work hours to 18, with the balance of 8 hours taken as leave time.

**667 Rent and Fees Write-Offs:** A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve a write-off of rent and damage fees in the amount of \$5,669.34 and rent of \$913 for two vacated 667 residents.

S. Cusolito noted that the property damage balance was an atypical circumstance and that the write-off of \$913 was necessary because the rent roll ran for the month following the vacate date.

**Equipment Trade & Purchase: Groundwork:** A motion was made by T. Vitvitsky, seconded by F. Riepe, and unanimously voted, to authorize the purchase of a John Deere Gator with cabin, plow, and spreader under Statewide Contract MA FAC116, Lawn & Grounds Equipment, Quote ID 1330761 provided by United Ag & Turf, not to exceed \$26,000.

S. Cusolito explained that the SHA will trade its Bobcat, purchased a few years ago, for \$15,000 toward the new equipment. The Bobcat requires a hoisting license and was limited to and underperformed during winter use. The Gator provides year-round utility and complements existing equipment. Its quoted price was \$25,540.75.

**Public Housing Administration Notices:** S. Cusolito provided a link to the published notices. She stated she would confer with CHA about the PHI 2026 that was published mid-November.

**Subcommittee Reports: Community Engagement (CE):** S. Cline reported on a recent meeting of SHA and SHT members and staff to continue the CE of the October 23 housing forum. One of the strategies of the Housing Production Plan is to form a roundtable representing a broader collection of community stakeholders. A meeting of the roundtable is slated for March. A. Lepak asked if the biannual SHA/SHT joint meeting might be replaced by the roundtable. She will bring this up for the Trust's consideration.

**Liaison Reports: SHT:** none.

**CPC:** S. Cline reported that CPA funding applicant presentations are underway. Deliberations on the proposals will begin in January.

## **OPEN FORUM**

Replaced by Public Comments

## **UNFINISHED BUSINESS**

**SHA Feasibility/705 Redevelopment Update:** S. Cusolito stated that a hoped-for update from CHA was not provided. She reported that CHA is assessing a cost estimate of modular vs stick-built construction created by a general contractor, as well as discussing options with modular builders that also have design capability. S. Cusolito noted that significant cost escalations within this timeframe have affected all capital projects, including this effort. One of the recently contacted modular builders does not have a product suitable for the SHA's sites. A second company has qualitatively stated it could undertake the project with significant cost savings. S. Cusolito stated that the design effort is on hold until the construction approach is better defined. She acknowledged the several months lapse without a significant update, but expects an update that will address costs, funding sources, and design and construction approach to contain information sufficient to serve as a decision point for the Board.

Chairman Swanger stated he'd like CHA to attend SHA's January meeting to provide the update. He and other members expressed frustration at the delays and would like to address that with CHA. S. Cusolito commented on several factors affecting the timeline. Commissioner Riepe asked about the costs to date on the project. S. Cusolito stated that she would not provide that number or an approximation without a data review.

## **DIRECTOR'S REPORT**

Cash Receipts: The cash receipt report was presented.

New Duplex Audit: SHA is finalizing submission of requested documentation, including information requested from SMOC.

Sudbury Pine Lakes LLC: S. Cusolito reported submitting the first Annual Report to the Secretary of the Commonwealth. The filing fee is \$500, with an additional \$20 fee for an online, expedited filing.

EMAC Obligation: The SHA is now required to comply with EMAC (Employer Medical Assistance Contribution) requirements, given it now has six employees. She summarized the requirements as following the EMAC rate schedule that is applied to employee wages and submission of a year-end report.

Fire Road Paving: The paving was part of a longstanding multi-site capital project. In consultation with the Fire Department, the alarm project, now completed, was prioritized. Given maintenance efforts and costs, as well as continued erosion/deterioration, the SHA elected to pave prior to the winter season. SHA hoped to install removable speed bumps; however, the Fire Department discouraged this for the potential damage to its vehicles. Just prior to paving, the SHA had posted a 5 MPH limit.

Maintenance: Gutter clean-up was completed, but groundwork is delayed due to the winter storm. All residents were reminded they cannot install decorative items beyond their own unit, including the patio or deck, and that installations to the exterior of buildings are also prohibited. Maintenance has continued to catch up with deferred maintenance, including replacement of two-thirds of the Village balcony rails. S. Cusolito stated she plans to request an additional full-time staff position in the budget proposal for next year, to be funded by the non-state programs.

Vacancies: SHA is in the final stages of reviewing an applicant for the New Duplex vacancy. Another New Duplex vacancy is anticipated. SHA is reviewing applicants under 60 for a vacancy at the Village.

## **MEMBERS' FORUM**

No comments.

## **ADJOURN**

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to adjourn the December 9, 2025 Regular Session. The time was 8:12 p.m.

Yes: S. Cline

Yes: A. Lepak

Yes: F. Riepe

Yes: S. Swanger

Yes: T. Vitvitsky