

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

January 13, 2026

The SHA met in open session at 7:00 p.m. Those present: Chair: S. Swanger; Vice Chair: T. Vitvitsky; Assistant Treasurer: F. Riepe; Member: S. Cline; Executive Director: S. Cusolito

Absent: Treasurer: A Lepak

PUBLIC COMMENTS

Alicia Carillo, no address given, stated her previously expressed objections to the 705 redevelopment design. Anne Garcia-Meitin, no address given, reiterated the same objections. She also referenced a Housing Production Plan forum, where comments seemed to favor single-family housing and further, expressed concerns with project delays.

MINUTES

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the minutes of the November 18, 2025 Regular Session.

A motion was made by S. Cline, seconded by T. Vitvitsky, and unanimously voted, to approve the minutes of the December 17, 2025 Public Hearing.

FINANCIALS

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

NEW BUSINESS

Tenant Board Member Term Expiration: The tenant seat expires at the end of May. Commissioner T. Vitvitsky expressed her willingness to continue to serve. She emphasized the need to communicate to the Village population that the tenant board member does not represent the tenants specifically. S. Cusolito outlined the procedure for the appointment, first utilized in 2021 to appoint Commissioner Vitvitsky, and the requirement to notify all state public housing tenants of the opportunity to apply for the position. The nomination process goes through the Town Clerk's office, with the appointment made by the Select Board. Because Musketahquid Village now has a recognized tenants' organization (LTO), the LTO itself has the option to nominate up to five residents for the position. Any other state public housing resident may apply independently. S. Cusolito reported that the MVTO expressed its support of Commissioner Vitvitsky and did not give any indication it would nominate other residents. Following the application deadline, it will be the responsibility of the Clerk's office to submit applications to the Select Board. S. Cusolito noted that the timeline includes sufficient time to make an agenda request of the Select Board for an appointment prior to the expiration of the current term.

2025 Annual Town Report: The report was presented and signed by those present. The due date is in February.

FISH 288075, 705-4 Septic Replacement Design Fee Proposal: The project, which initially only covered Fairbank Circle, now includes Pine Street and Old Meadow Road. The HLC design engineer who prepared

the scope of services estimated a design fee of \$42,935. The HLC-requested fee proposal from BSC Group was \$93,000, which was rejected by HLC and which was amended to an also rejected \$78,000. HLC is now requesting a fee proposal from another engineering firm. S. Cusolito noted this as an example of the escalation in capital construction project costs. Referring to the December discussions around the capital improvement plan, she noted that it also illustrates how funding is not always entirely in place as projects get underway.

Public Housing Administration Notices: S. Cusolito provided a link to the published notices.

Subcommittee Reports: None.

Liaison Reports: SHT: S. Cusolito provided an update sent by Commissioner A. Lepak. At its December meeting, the SHT discussed the upcoming roundtable and prospective invited participants: Planning Board, CPC, ZBA, Housing Authority, Housing Trust, ConCom, Social Worker, COA, and Disability Commission. The plan is to focus on the recently approved Housing Production Plan and discuss housing needs from the perspective of the listed stakeholders within that context. The Trust concurred that the SHA/SHT biannual meeting could be rolled into the roundtable. At its January meeting, the SHT discussed the concept plan for one duplex at the 77 Hudson Road site. Also discussed was the Crime Lab parcel, which won't be available in the near term. A member of the Concord Housing Development Corporation, who previously served as Concord Town Manager, attended the January meeting and outlined a rejection of a local housing initiative that resulted in two c. 40B developments. He encouraged adding Select Board representation to the roundtable. Broadacres and Liberty Ledge were briefly discussed. The Town will be putting together a committee to discuss the future for Camp Sewataro, located on Liberty Ledge.

CPC: S. Cline reported that the CPC approved the SHT's \$600,000 request. A final round applicant presentations will occur tomorrow night. Related to use of CPA funds, S. Cusolito reported that the SHT learned of single-family home for sale in the range of \$750K that has prompted an effort to devise a decision-making guide for SHT home purchases.

OPEN FORUM

Replaced by Public Comments.

UNFINISHED BUSINESS

SHA Annual Plan Update: S. Cusolito recently completed and submitted the Plan.

SHA Feasibility/705 Redevelopment Update: S. Cusolito summarized November and December reports on internal efforts by CHA to evaluate a construction cost estimate based on one site that projected very high costs. CHA plans to report on construction costs, possible construction paths, and additional funding sources. She reported on a recent meeting with CHA that included Commissioners Swanger and Riepe, where the idea of taking a design-construction, "turn-key", approach was discussed as a possible cost-saving measure. Prior to that, CHA approached several firms, both with and without set building designs. At SHA's request, CHA, still under Task Order #2, can prepare an RFP for such services. Commissioner Swanger noted that the SHA would be under no obligation to accept a proposal; rather, the RFP could be reissued or the Board could choose to discontinue the project. CHA is prepared to discuss this option with the Board in February. Commissioners agreed by consensus to direct CHA to develop the RFP—details of which, S. Cusolito noted have undergone preliminary discussion—to present to the Board in February. A Special Meeting will be scheduled for February 24 at 7:00 p.m.

Commissioner Riepe suggested expanding on the (Hancock) site plans with a preliminary septic design to confirm the viability of initial assumptions as they relate to the schemes as currently envisioned. Commissioner Swanger has conveyed the concerns to CHA. Commissioner Riepe will follow up.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

RSC Report: The quarterly report was presented. S. Cusolito noted that the Sudbury Food Pantry has opened at its new location on Rte 20. Approximately one-third of Village residents signed up for pick-up through the RSC, who selects the groceries prior to the Pantry opening to the general public.

Conflict of Interest Training: All Commissioners should have received email from the Town Clerk regarding the training requirements and requesting that the required actions be completed as soon as possible. Past-due courses must be completed no later than December 31.

MVTO: A longstanding MOA between the SHA and the now-dissolved Musketahquid Village Tenants' Association outlined the ownership and revenue split of the Village washers and dryers, with the tenants owning the machines and administrative staff facilitating repairs. The cost share is 43% to SHA for utilities and 57% to tenants for both purchasing new machines and discretionary use. The Agreement does not transfer to the MVTO, which has been told that it cannot mix the laundry funds with its annual allocation from SHA that can only be used for LTO business. At a recent MVTO meeting, tenants voted to transfer ownership of the machines to the Housing Authority. SHA hasn't received a condition report on the machines. She is working toward syncing the transfer with the start of the fiscal year, but needs to understand better the requirements for undoing the existing MOA and establishing a new one.

Smoking Policy: Later this month, two employees will attend an online workshop focused on smoking policies. S. Cusolito previously advised the Board, as well as the MVTO, that the policy requires updating. The fundamental question will be whether to stay with the existing policy of allowing smoking 25' from doors and windows, or to go smoke-free. She acknowledged that under either scenario, noncompliance will occur. The first step will be to survey the tenant population. The current policy is based on the results of a 2016 survey that had a very high response rate and a near even split between going smoke-free and permitting it outside only. Lacking at the time was agreement on where smoking stations would be located.

Vacancies: A lease-signing occurred today for the Village unit. SHA referred a family to SMOC for the New Duplex unit.

Maintenance: The new John Deere tractor will be delivered soon. Maintenance is currently well supported by administrative staff, which has not been possible for several years. 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.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to adjourn the January 13, 2026 Regular Session. The time was 8:00 p.m.

Yes: S. Cline

Yes: F. Riepe

Yes: S. Swanger

Yes: T. Vitvitsky