

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

March 10, 2026

The SHA met in open session at 7:05 p.m. Those present: Vice Chair: T. Vitvitsky; Treasurer: A Lepak; Assistant Treasurer: F. Riepe; Member: S. Cline; Executive Director: S. Cusolito

Also present: Jenna Milne, CPA

Absent: Chair: S. Swanger

NEW BUSINESS

FYE26 Budget Revision: CPA Jenna Milne explained the basis of the revision: positions and compensation changed due to hiring dates of new staff and elimination of one position that remained vacant; rental income is down over projected; non-routine maintenance is higher than budgeted, requiring transferring a CD balance to the operating account; reserves were used toward capital projects, notably the 667 fire alarm project, 667 fire road paving, vehicle repair, installation of automated door openers, and equipment purchases (tractor, 705 boilers); restricted reserves were thereafter transferred to operating reserves. Overall capital expenditures from reserves total approximately \$275,000. J. Milne stated she expects SHA's reserve to be approximately 55% at approximately \$260K; the State requires a reserve of at least 35%. Ms. Milne will provide the numbers for management and reimbursement transfers following the fiscal year reconciliation. Currently the New Duplex reserve stands at approximately \$486K and SHALIP is at \$332K. Other than the management fees, funds for each program are restricted for use within the program. S. Cusolito clarified that the SHALP Development account is associated with the Willis Lake LIP operating account, though the Development account predates the acquisition of Willis Lake and is utilized for SHA's development efforts.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the FYE26 Budget, Revision 1, as presented.

FYE27 Proposed Budget: The State is allowing a 5% increase on the ANUEL, which for SHA, is \$23,258 on regular expenses except utilities. Other highlights include: restoration of rental income; a 3% increase for administrative staff, with the executive director increase limited to 1.8%. S. Cusolito re-added a second full-time maintenance person for FYE27. For maintenance, the wage rates were received from the DLS just yesterday and are significantly higher than anticipated. Additionally, the DLS communication does not differentiate the rate for part-time and full-time staff. These factors might compromise the ability to fund a desired second full-time maintenance staff position. J. Milne stated that EOHLC is seeking clarification on the new rates on behalf of all housing authorities. She shows the two full-time positions pro-rated across all programs, with the part-time position funded through New Duplex and SHALIP, rather than having the new full-time position funded through New Duplex and SHALIP as originally envisioned. This might change pending clarification on the new rates. Non-routine maintenance costs for the State program are reduced to adjust for the significant expenditures in the current fiscal year. Included is an estimated cost of \$15,000 to replace a flange on the main water line input for the Village. Upon gate valve replacement under FISH 288081, the flange on the service line, installed when the complex was built, was found to be cracked. Although its condition is unknown, SHA was advised to replace the input flange as soon as possible. Boilers, plumbing and tree work round out the anticipated non-routine maintenance. S. Cusolito noted that the oil or gas-fired heating systems are no longer supported by capital funding by the State. Non-electric replacements can only be funded through reserves. The State operating reserve is

expected to be greater than the minimum 35% and will be higher if the second full-time maintenance position is not filled or pursued.

A motion was made by F. Riepe, seconded by S. Cline, and unanimously voted, to approve the FYE27 budget as proposed and the ED salary of \$69,647.

J. Milne explained the new procedure for submitting the budget and including associated Board votes.

PUBLIC COMMENTS

Alicia Carillo, 68 Basswood Ave, stated her interest in the March 11, 2026 Special Meeting. She noted that other parties are unable to attend the mid-day meeting, which should not be interpreted as a lack of interest. She also referenced her previously stated concerns with the previously provided schematic designs.

MINUTES

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the minutes of the December 9, 2025 Regular Session.

A motion was made by F. Riepe, seconded by S. Cline, and unanimously voted, to approve the minutes of the January 13, 2026 Regular Session.

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to approve the minutes of the February 10, 2026 Regular Session.

Referencing the February 10, 2026 minutes, Commissioner Vitvitsky asked if the MVTO submitted recommendations to the Clerk's office for the tenant board member position. S. Cusolito reiterated the MVTO's stated position in favor of Commissioner Vitvitsky serving in the role, but has not confirmed that the LTO formally filed the recommendation, which is due by March 15.

FINANCIALS

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the checks written in February 2026.

The FYE26 Q3 TAR was presented.

NEW BUSINESS

Camp Sewataro Advisory Committee: The Select Board's office announced the opportunity to apply for a committee position, including for an individual with housing experience, without specifying the type of experience. Tasks will be to review compiled documentation and explore possible uses for the site. A. Lepak will reach out to former SHA Commissioners K. Kang and J. Cowan to alert them to the opportunity.

705-4 Sustainability Grant, window replacement: S. Cusolito reported that SHA received a grant to replace all windows in each of the twelve units in the 705-4 development (Fairbank Circle, Old Meadow and Pine). She noted that RCAT recently expanded staffing to include a sustainability coordinator, who alerted SHA to the opportunity. Cost savings total \$123,000. She stated that the work only covers materials and installation and that it is not expected to require patching or painting. The windows at the Village did not qualify for the program. S. Cusolito noted that the Village windows are no longer manufactured, nor are replacement parts available, but that energy inefficiency is more likely related to gaps created by building settling than the window itself.

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to accept the sustainability grant of \$123,000 for energy-efficient window installations for the 705-4 development and to authorize S. Cusolito to sign on behalf of the Housing Authority.

FISH 288075, 705-4 Septic Replacement Fee Proposal: EOHLC received a second engineering fee proposal to replace the systems on Fairbank Circle, Old Meadow and Pine, having rejected the first which came in at approximately \$92,000. The second proposal, at \$95,000 was also rejected by EOHLC. A third proposal will be sought, with an expectation of a fee of approximately half those costs. S. Cusolito stated that she interprets the elevated costs as a reflection of the overall high costs of construction work.

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

Subcommittee Reports: The Housing Roundtable will be meeting tomorrow. S. Cusolito reported staff will meet with the MVTO leadership, noting that two policies are being prioritized: the smoking policy and limits on placement of personal property. The smoking policy will be reviewed following a survey of residents. The personal property limits largely relate to placement of potted plants, bird feeders, and other yard décor, that interferes with maintenance operations and risks damage. Commissioner Vitvitsky noted that the plantings is a very sensitive topic. Community Engagement: The steering committee for the roundtable met today and will meet again in March, with an expanded roundtable slated for June.

Liaison Reports: SHT: A Lepak reported on the SHT's February 12 meeting, at which the Housing Roundtable was discussed, with an interest in expanding participants beyond the SHA and SHT. Also discussed was 77 Hudson Road, which will likely accommodate only one house. Funds were approved to cover perc testing, slated to occur in July. SHT member J. Dretler provided background information on Camp Sewataro, including the contract currently in place for the privately managed summer camp.

CPC: No report.

UNFINISHED BUSINESS

Tenant Board Member Update: Discussed under Minutes.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

Capital Improvement Plan: The FY26 CIP under Work Plan 5001 was approved. SHA is authorized to proceed with two projects: a 667 air quality study to be managed by SHA (\$21,275) and a 705-4 improvement to entry door overhangs and sheds to be managed by either EOHLC or RCAT (\$231,261).

250 Celebration: SHA will receive a small grant from EOHLC to sponsor a program for residents commemorating the 250th anniversary of signing the Declaration of Independence. The event will held at Musketahquid Village on April 26, including refreshments and a brief presentation.

Vacancies: The SHA is fully occupied at the Village. Screening is ongoing for a New Duplex vacancy.

667 Annual Recertifications: Recertifications are slated to be delivered by Marc 18 and seem to be going smoothly.

Maintenance: Maintenance has been able to keep on top of snow removal. Overtime is significantly higher than in recent past years, which is one factor under consideration for the anticipated FYE26 budget revision.

MEMBERS' FORUM

No comments.

ADJOURN

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the March 10, 2026 Regular Session. The time was 8:17 p.m.

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