

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

April 14, 2026

The SHA met in open session at 7:05 p.m. Those present: Chair: S. Swanger; Vice Chair: T. Vitvitsky; Treasurer: A Lepak; Member: S. Cline (7:25 p.m.); Executive Director: S. Cusolito

Absent: Assistant Treasurer: F. Riepe

PUBLIC COMMENTS

Alicia Carillo, 68 Basswood Ave, stated her appreciation for receipt of materials related to the proposed Pine Lakes redevelopment and for the 7:00 p.m meeting start time. She noted she is following the plans with great interest and will closely follow the RFP process. She asked if the SHA plans to discuss the citizens' petition that requests \$500,000 free cash in hopes of retaining single-family housing stock.

MINUTES

A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to approve the minutes of the March 10, 2026 Regular Session as amended.

FINANCIALS

A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to approve the checks written in March 2026.

NEW BUSINESS

Fair Housing Marketing Plan For State-Aided Public Housing: Affirmative Action Placement Rate:

A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to adopt the affirmative action placement rate of one minority placement in five for the c. 667 program to reach the affirmative action goal of 18.20% as determined by the American Community Survey, 2014-2019 for the period FYE27-FYE29.

S. Cusolito stated that 57% of family households represent minorities, exceeding the affirmative action goal of 34.3%, adopted in 2024. She reported that minority households in the c. 667 program decreased from an allowable percentage of 15.6% to the current 12.5%, requiring adoption of a placement rate for that program.

FISH 288075, 705-4 Septic Replacement Fee Proposal: A motion was made by T. Vitvitsky, seconded by A. Lepak, and unanimously voted, to accept the fee proposal in the amount of \$26,000 from Allen & Major Associates, Inc. for engineering design services for FISH 288075, 705-4 Septic Replacement.

Two previous fee proposals in the \$92-\$95K range were rejected by EOHLC, which anticipated costs in the \$42K range.

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

Subcommittee Reports: The Housing Roundtable will be held on the evening of June 9, necessitating rescheduling SHA's regular meeting. The next meeting of the planning committee will be April 29.

SHA Policy: S. Cusolito reported that SHA is reworking the tenant handbooks, within which tenant-relevant policies are excerpted. Two policies of current focus are the smoking policy, created in 2016, and a policy to address plantings and other personal installations on public space. She noted that SHA's smoking policy lags behind the majority of LHAs in still permitting smoking on site. Regarding use of public space, she commented on instances of "creep" of plantings and other personal property onto public space, including inappropriate communications posted in public spaces. The need is to address both what belongs on the public spaces and also to prevent interference with maintenance operations. SHA requested that the MVTO convene a subcommittee to work with SHA on use of public spaces, but has not heard back. T. Vitvitsky asked if tenants are able to post signs in their unit windows. S. Cusolito stated the longstanding guideline that unit windows, doors, and rear patios are considered tenant space for personal expressions, but that some plantings and ornamentation in particular has crept beyond those areas. T. Vivitsky noted that those spaces are precious to a lot of people and worthy of discussion. Commissioner Vitvitsky asked about the smoking policies of other housing authorities. S. Cusolito stated that most are non-smoking both inside and outside, which is the case with SHA's non-state programs. She noted that the inability to monitor compliance.

S. Cline joined the meeting at 7:25 p.m. She confirmed that the SHA is expected to reschedule its June 9 meeting to accommodate the Housing Roundtable.

Liaison Reports: SHT: A Lepak reported on the SHT's March 12 and April 9 meetings, at which the invitees to the Housing Roundtable, as well as the Special Town Meeting slated for the third week in May, were discussed. Specific to the SHT's efforts, parameters for the acquisition of housing for the homeownership program were discussed. The SHT anticipates focusing on 2- or 3-bedroom homes in the \$800K range, with an earmark of 5-6% of the sales price for renovations. The target affordable sales price for a 3-bedroom home is in the \$360K range. Jeff Levine and Kay Bell applied to serve on the Liberty Ledge/Sewataro Advisory Committee. SHT will have a table at the June 14 Sudbury Pride event. There is no charge to public entities to reserve a table.

CPC: No report.

UNFINISHED BUSINESS

Tenant Board Member Update: March 10 was the deadline for individual tenants to apply for the position. March 15 was the deadline for the MVTO to nominate tenants for the slot. Current tenant board member T. Vitvitsky was the only applicant. The MVTO did not make a nomination submission to the Town Clerk by March 15, but plans to issue a letter of support for Ms. Vitvitsky that will be part of the Select Board's meeting packet. The SHA Board did not previously formalize its support of Commissioner Vitvitsky.

A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to support Commissioner T. Vitvitsky's application to continue to serve as the tenant board member.

FYE26 Budget Revision Update: SHA received notice that the revision was approved.

SHA Feasibility/705 Redevelopment Update: The RFP for project delivery services was advertised on SHA's website on April 13. It will appear on Commbuys either April 14th or 15th and in the MetroWest Daily news on April 15. CHA is handling other publication notices. The contract, which was intended for inclusion in the RFP, is still under review by the legal team, particularly to address the conveyance mechanism, which now differs from that originally conceived when the Pine Lakes LLC was formed in 2024.

Commissioner Swanger asked about the timeline for completion of the legal review. S. Cusolito opined that bidders might be more inclined to respond with the inclusion of the contract prior to the May 27 response deadline. She expects the legal review to be completed no earlier than next week, but is unsure when a check-in with attorneys and CHA will be scheduled. A site visit is scheduled for May 4, with a response to bidder questions scheduled for May 15, to possibly include the contract. She noted that the bidder has the opportunity to modify the contract as part of what SHA will evaluate.

S. Swanger noted that SHA learned recently about a Town Meeting citizens' petition (Article 39) to allocate \$500,000 from free cash to renovate and retain the four single-family homes under consideration by SHA for redevelopment as duplexes. S. Cusolito noted that both the Select Board and Finance Committee review Town Meeting articles and may vote a position on such. After hearing from the petitioners, the FinCom invited SHA to its April 6 meeting, at which it voted one in favor and six opposed to the citizens' petition. S. Swanger opined that as written, the petition cannot be supported by SHA. A draft motion was distributed for comment. T. Vitvitsky commented that one of the benefits of the proposed redevelopment is the award of an ongoing operating subsidy, which would not be accomplished by the citizens' petition. A. Lepak emphasized that the units would also remain in the state portfolio. S. Cusolito clarified that, similar to the 2012 duplex program, the four state units would be part of a new non-state program, but for operations purposes, the SHA could still consider utilizing them as state units; however, the units would no longer qualify for state public housing Formula Funding for capital projects. In any event, S. Cusolito characterized the citizens' petition's focus on funding for renovation to result in "kicking the problem of ongoing upkeep down the line", and further, restated she is unsure the extent of renovation of the four units that could be accomplished with a \$500,000 allocation.

A motion was made by S. Swanger, seconded by S. Cline, and unanimously voted, to oppose Article 39 as currently written because it does not address the agency's mandate to expand its stock of housing for families languishing on the waiting list, nor does it optimally accommodate existing families. If the requested \$500,000 were to be made available toward the development of duplexes on the four sites in question, assisting in our efforts to serve both our current and prospective tenants, the SHA would be extremely supportive. Similarly, were the SHA's planned duplex conversion of all four sites to prove not possible, the SHA would be appreciative of this or any other funding from the Town, provided that it could be used by the SHA, in accordance with State regulation, either to renovate those properties which could not be converted, or to apply to another affordable housing development project at the discretion of the Housing Authority.

S. Cusolito reiterated that the current units do not support the tenants currently occupying the units or those portfolio-wide, in either the near- or longer term, nor do they support prospective tenants based on the demographics of the wait lists. S. Cline commented that the Town recently adopted its first 15-year capital plan that does not include an allocation to SHA. She stated that if voted, the funds would require that some number of Town-identified projects go unfunded and that the funds would also be tied up indefinitely.

DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

250 Celebration: S. Cusolito encouraged Commissioners to attend the commemoration of the 250th anniversary of signing the Declaration of Independence. The event, supported by a small grant from EOHLC, will be held at Musketahquid Village on April 26, including refreshments and a brief presentation by a local historian who focuses on the history of Sudbury.

Public Records Request: A request for financial records related to the proposed 705 redevelopment project was received, fulfilled today.

Vacancies: Two notices to vacate at the Village were received, as well as a request to transfer from a second-floor to a first-floor unit based on medical need. There is now a second notice to vacate one of the New Duplex units, given by one of the original residents due to parental caregiving responsibilities. Screening is ongoing for a New Duplex vacancy.

667 Annual Recertifications: The annual recertifications were completed, effective April 1.

Maintenance: Maintenance is gearing up to address vacancies. Current seasonal projects underway include selective siding replacement and exterior repainting and planting, some of which will be accomplished with the help of a pre-release work crew from Billerica House of Corrections.

MEMBERS' FORUM

Commissioner Cline announced that the CPC is holding its annual public hearing tomorrow night at 7 pm, Lower Town Hall. It will be conducted in hybrid format. She characterized it as an opportunity to learn about the Community Preservation Act and for members of the community to contribute ideas for fund-eligible projects.

ADJOURN

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to adjourn the April 14, 2026 Regular Meeting.

Yes: S. Cline

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky