**SUDBURY HOUSING AUTHORITY**
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# MINUTES OF THE REGULAR MEETING

September 8, 2026

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

Those absent: Chair: T. Vivitsky

## PUBLIC COMMENTS

None.

## MINUTES

A motion was made by S. Cline, seconded by A. Lepak, and unanimously voted, to approve the minutes of the June 9, 2026 Regular Session.

A motion was made by S. Cline, seconded by F. Riepe, and majority voted, to approve the minutes of the June 30, 2026 Joint Meeting with the Sudbury Select Board as amended. C. Howe abstained.

## FINANCIALS

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

## NEW BUSINESS

**FYE27 Q1 Operating Report, FY26 Q4 MOD Report**: A motion was made by S. Cline, seconded by C. Howe, and unanimously voted, to approve the FYE27 Q1 Financial Report as presented.

The MOD Report was presented.

The Q1 TAR submission deadline was extended to November 29 as a result of an ongoing transition to report through CapHub.

**FISH 288088, 705-4 Unit Entry Overhangs & Shed Replacement Design Fee Proposal**: A motion was made by S. Cline, seconded by C. Howe, and unanimously voted, to approve the design fee proposal of $25,000 from TBA Architects for FISH 288088, 705-4 Unit Entry Overhangs & Shed Replacement.

**Public Housing Administration Notices**: S. Cusolito provided a link to the published notices. She encouraged Commissioners to review the three new Notices, including the Budget Guidelines for FYE28.

**Subcommittee Reports**: A second housing roundtable is scheduled for October 6. The steering committee is slated to meet next Wednesday to flesh out the format and speakers.

**Liaison Reports**: CPC: Applications for funding are due by September 13.

SHT: A Lepak reported on the August 13th meeting of the SHT. The Trust purchased the house at 16 Stone Rd. Marketing, which will be administered by the RHSO, is expected to commence in five months. The SHT reiterated its interest in exploring housing options on the Liberty Ledge site, including beyond the existing home at 213 Haynes Rd. C. Gentile reported that DCAMM is holding considerations on the Crime Lab until the new facility in Marlborough is completed.

## UNFINISHED BUSINESS

**FYE26 Performance Management Review**: The final report, reflecting an overall score of 91%, was presented.

**SHA Feasibility/705 Redevelopment Update**: As required by the procurement process utilized for SHA's RFP for services, the separately sealed price proposal submitted by MassDwell in May was opened and distributed today, following confirmation of completion of due diligence in reviewing the technical proposal. In addition to the price proposal, Commissioners received a memorandum from NSP that outlines the ownership/conveyance process reflected in a drafted amendment to the Sudbury Pine Lakes LLC Operating Agreement. The amendment, which names a MassDwell entity as the managing partner, is necessitated by the change in procurement method from that contemplated when the LLC was formed in 2024. S. Cusolito is meeting with NSP this week to discuss the proposed amendment.

A motion was made by S. Cline, seconded by F. Riepe, and unanimously voted, to affirm that the MassDwell technical proposal evaluation process has been completed and the results are satisfactory.

The vote represents a refinement over that taken at the June 9, 2026 Regular Session. It was noted that the price proposal reflects the total of financial resources SHA has committed to the project to date, as outlined in the RFP; however, the pricing will not be established until further into the planning process. NSP is assessing applicability of statutes related to prevailing wage requirements dictated by the 2024 request for procurement relief, coupled with the exemption provision for modular factories.

Commissioners provided some general feedback on the Operating Agreement and were encouraged to follow up with any questions on the draft. C. Howe offered to have a colleague from Medford Housing Authority review the Agreement.

## DIRECTOR'S REPORT

Cash Receipts: The cash receipt report was presented.

Mandatory Data Reporting: This annual census report is due by the end of September. S. Cusolito stated that the software does not have a housing category to capture the New Duplex or SHALIP units. The data inaccuracies were reported by email last year, which was the first year under the new reporting mechanism.

FYE27 Budget: The budget is not yet approved.

Public Records Request: A request from a law firm for tenant file materials was received. S. Cusolito stated that tenant files are exempt from public record requirements under privacy considerations.

Vacancies: Replacement of the shower surround in the vacant accessible unit at the Village is scheduled for tomorrow, with the lease-up to follow on Thursday. The tenant displaced from one of the Landham Rd units will be relocated to a Fairbank Circle unit, for which a notice to vacate was recently received.

Evictions: None pending.

Maintenance: Staff has been able to stay on top of maintenance work. She noted that the 705-4 units at Fairbank Circle, Old Meadow and Pine are undergoing significant capital improvements, including new septic systems, entry overhangs, sheds and windows. The cost for windows is covered by a sustainability grant.

## MEMBERS' FORUM

S. Cusolito asked for confirmation that all Commissioners except T. Vitvitsky have signed for a new security deposit account.

## ADJOURN

A motion was made by S. Cline, seconded by C. Howe, and unanimously voted, to adjourn the September 8, 2026 Regular Meeting. The time was 8:03 p.m.

Yes: S. Cline
Yes: C. Howe
Yes: A. Lepak
Yes: F. Riepe