

## SUDBURY HOUSING AUTHORITY

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SHEILA M. CUSOLITO  
Executive Director

### MINUTES OF THE REGULAR MEETING

January 18, 2022

The SHA met by remote participation open session at 3:00 p.m. Those present were: Chair: S. Cline; Vice Chair: S. Swanger; Treasurer: T. Vitvitsky; Assistant Treasurer: J. Cowan; Member: A. Lepak; Executive Director: S. Cusolito

Also present: Village resident T. Brown (until 4:10 p.m.)

#### **EXECUTIVE SESSION**

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to adjourn the January 18, 2022 Regular Session and adjourn to Executive Session to discuss a Housing Court matter and litigation, for to do so in open session would compromise the position of the Housing Authority, to return to open session. The time was 3:00 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky

#### **OPEN SESSION**

The open session resumed at 3:35 p.m.

**Minutes:** A motion was made by S. Swanger, seconded by T. Vitvitsky, and unanimously voted, to approve the minutes of the October 12, 2021 Regular Session.

A motion was made by A. Lepak, seconded by S. Swanger, and unanimously voted, to approve the minutes of the June 30, 2021 Special Session as amended.

A motion was made by J. Cowan, seconded by T. Vitvitsky, and unanimously voted, to approve the minutes of the November 9, 2021 Regular Session as amended.

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve without release the minutes of the November 9, 2021 Executive Session.

A motion was made by S. Swanger, seconded by A. Lepak, and unanimously voted, to approve the minutes of the November 23, 2021 Special Session.

A motion was made by T. Vitvitsky, seconded by A. Lepak, and unanimously voted, to approve the minutes of the December 14, 2021 Regular Session as amended.

The minutes of the December 14, 2021 Executive Session were reviewed in Executive Session.

**Financials Approvals:** A motion was made by A. Lepak, seconded by J. Cowan, and unanimously voted, to approve the checks written in December 2021.

#### **NEW BUSINESS**

**FYE22 Budget Revision:** A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to approve the FYE22 400-1 budget revision as presented.

**Statement on Safety:** A 2019 tenant survey, included in the FYE23 Annual Plan, showed that the vast majority of residents feel safe in their homes. Recently, concerns have been expressed at the Village around personal belongings and sense of safety. S. Cusolito noted the SHA's role is to address behaviors and lease compliance directly with specific residents or households, with the police attending to criminal matters and investigations. Village resident and Commissioner T. Vitvitsky noted that she feels safe at the Village, especially given the proximity of the police station. Her one issue is with cars parking where they don't belong, sometimes for hours. Ms. Vitvitsky referenced the Director's statement on safety published in the December 2021 newsletter to tenants and shared with the Board. She did not find it necessary to expand on it, given the range of issue it highlighted. Village resident Timaree Brown was introduced. She commented that she had not been through such an experience and that she's had many items taken from her since moving to the Village. She does not think the locks on the doors are safe enough and that her boundaries haven't been respected. She has resorted to blocking the doors with chairs. She has tried to report every occurrence as it has happened, both to the police and the Housing Authority, but thinks both have ignored her. S. Cusolito noted that a court hearing is scheduled that might provide more information for the Board to consider. Chairperson Cline thanked Ms. Brown for bringing her concerns to the Board's attention. Ms. Brown asked that the Board keep her informed on how it will proceed.

S. Cusolito commented on the two components of the matter: the safety aspect and the perceived lack of response by the Housing Authority. She will explore the latter as a matter for the grievance process. She noted that RSC L. Abraham is preparing a tenant survey that could include questions about safety to provide more updated information.

**Annual Town Report:** A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to approve the 2021 Annual Town Report as amended.

**Middlesex Savings Bank: Insurance Changes:** The bank recently informed customers that it is no longer eligible for coverage through the Depositors Insurance Fund (DIF), which insures balances greater than \$250K. The SHA is awaiting confirmation from the DHCD that this is a requirement and if so, it will have until the end of February 2023 to transfer funds to a participating bank.

**Annual Town Election:** Commissioner S. Swanger is collecting signatures to run for reelection.

**Public Housing Administration Notices:** S. Cusolito provided a link to those Notices published since the December 14, 2021 Regular Session. Updates for tenant selection through CHAMP outline the requirement to upload all documents received from applicants, which will stretch already limited staff time.

**Liaison Reports: SHT:** A. Lepak reported that a proposed change to the Trust documents will appear on the Town Meeting warrant. The Trust also voted to participate in a mortgage relief program. The 67-73 Nobscot Road site proposals from Beals & Thomas will be reviewed by the Subcommittee on January 28.

**SHA Feasibility:** S. Swanger noted that a communication might be due to the residents of Frost Farm, given the preliminary results of the engineering study. He also commented that the adjacent Coldbrook Crossing development will likely inspire resistance to further development on Route 117. T. Vitvitsky noted that the results of the upcoming Town election will be an important factor.

S. Cusolito will arrange for Hancock to present its preliminary work for all sites at a special meeting.

**CPC:** No report.

## **OPEN FORUM**

J. Cowan shared her interest in seeing some of the SHA's units, suggesting others join. She'll provide her availability.

## **UNFINISHED BUSINESS**

**ARPA-Eligible Requests:** S. Cusolito confirmed that the revised submissions, were received by the Town.

**COVID Vaccination Policy:** The Board opted to revisit its policy, approved last fall, to consider boosters and protocols for test-positive employees. DHCD has not issued any guidance beyond the recommendations at the state level, further advising LHAs to confer with legal counsel if there's interest in a local policy. The Town has not issued a policy to date. S. Cusolito provided a draft policy from another housing authority and asked that the Board complete the draft. S. Cline suggested the policy for test-positive or exposed employees should reference the guidance issued by the Board of Health and the state and that only medical exemptions verified by a medical professional be considered. She also suggested that full vaccination include any boosters recommended by public health officials. S. Cline will create a draft for discussion at the next meeting.

**ED Evaluation:** A motion was made by J. Cowan, seconded by S. Cline, and unanimously voted, to approve the ED performance review dated January 3, 2022.

**ED Contract Update:** A motion was made by A. Lepak, seconded by T. Vitvitsky, and unanimously voted, to approve the executive director contract for employment between the Sudbury Housing Authority and Shcila M. Cusolito for a three-year term, as presented.

A new ED salary schedule is expected to be published by the end of this month. If the Board wishes to consider an increase, it could be voted as an amendment to the contract.

**Rent-Write-Off:** Commissioners asked for an update on the household with significant, chronic rent arrears that it considered waiving. The tenants have continued to comply with the terms of the Repayment Agreement. Waiving the debt could be precedent-setting and likely wouldn't be supported by the DHCD or by legal counsel, given the SHA's obligation to collect the rent owed. Commissioners affirmed the November 9, 2021 decision against waiving the debt.

**SHA Feasibility Study Update:** As discussed. S. Swanger will confer with Director of Planning A. Duchesneau on the development process, given the Town has exceeded the "10% mandate".

**67-73 Nobscot Feasibility Update:** A discussed.

### **Capital Projects Update:**

FISH 288064, 667 Utility Cable: On hold.

FISH 288066, 667 Kitchen Ventilation: Advertising pending.

FISH 288067, Fairbank Cir vacancy renovation: Moisture mitigation work pending. The adjacent unit will be vacated at the end of January and will be assessed for moisture prior to the turnover work.

FISH 288068, Attic Insulation: Advertising pending.

FISH 288069, 21 Great Lake whole-house heat pump: Electrical upgrades are underway.

FISH 288071, Fire Alarm Upgrade: Fire Dept. continues to receive false calls for various components.

FISH 288072, Air-Source Heat Pump Investigation: Pending with the DHCD.

FISH 288073, SHA's Sudbury Foundation Feasibility Study: S. Cusolito met with the DHCD in December. The original Scope of Services, as well as the Hancock plans, will be uploaded when all are available.

### **DIRECTOR'S REPORT**

Cash Receipts: Receipts for December 2021 were presented.

Vacancies: One 667 and one 705 unit will be vacated at the end of January. Three additional 667 vacancies are expected.

Evictions: None pending.

Maintenance: Snow removal and completion of the garage construction have been interspersed with addressing routine work orders.

### **ADJOURN**

A motion was made by T. Vitvitsky, seconded by S. Swanger, and unanimously voted, to adjourn the January 18, 2022 Regular Session. The time was 5:30 p.m.

Yes: S. Cline

Yes: J. Cowan

Yes: A. Lepak

Yes: S. Swanger

Yes: T. Vitvitsky