



Town of Sudbury
Blue Ribbon Housing Site Selection Committee
(voted to establish July 22, 2003 by Sudbury Board of Selectmen)

It is the intention of the Selectmen, in creating a Blue Ribbon Housing Site Selection Committee, to provide a mechanism for the Town to provide a due diligence evaluation of Town owned land to identify parcels that would be suitable for the type of scattered site rental housing units as presented by the Sudbury Housing Authority to the 2003 Sudbury Annual Town Meeting. To that end, the Blue Ribbon Housing Site Selection Committee will work with the Sudbury Housing Authority, Town of Sudbury Boards, Committees, staff and residents to issue a report on site suitability to the Board of Selectmen by December 31, 2003.

Membership and Officers

The Blue Ribbon Site Selection Committee shall have seven voting members. One member shall be from the Planning Board, one shall be from the Conservation Commission, one shall be from the Council on Aging, and one shall be from the Sudbury Housing Authority. The remaining three shall be at-large positions, and shall be appointed by the Board of Selectmen. All appointments shall be for a one year term. A Chair and a Clerk will be elected by the regular members from among their number.

In addition, the Executive Director of the Sudbury Housing Authority, and the Town Planner or her/his representative will serve as liaisons and resources to the Committee.

Responsibilities and Functions

The work of the Blue Ribbon Housing Site Selection Committee shall generally be in three phases:

Phase One: Assemble information on and assess all town owned sites that might be used for scattered site affordable housing projects.

- Put together a master list of all possible Town owned sites. Start with the Sudbury Housing Authority's list and add to/subtract as necessary
- Create a 3 ring binder. Put each site on one page.
- Define all possible housing types – e.g. 3 unit building for SHA rental, 2 unit building, apartment complex, single family ownership, etc.
- Create criteria for evaluating the sites. Preliminary criteria (to be further refined by the committee.
 - o Ownership (what committee) and deed background
 - o Size available for project
 - o Access

- Wetland
- Compatibility with current uses
- Cost to develop
- Relative to zoning
- Density of area planned
- Other attempts to use the land
- Use the evaluation model of the Land Use Priorities Committee as a model for evaluating the parcels.

Phase Two: Look at those sites that had the highest score for suitability for SHA project.

- Narrow down the larger list
- Identify further issues that need to be addressed
- Identify and work with those needed to assess the sites (staff, committees)

Phase Three: Work with abutters

- Specific focus on each site in terms of design and concerns
- Assess if SHA projects can “co-exist” with other uses.

At the conclusion of the three phases, the Blue Ribbon Housing Site Selection Committee shall issue a report identifying those parcels that make the most sense for scattered site affordable housing units of the type identified by the Sudbury Housing Authority.

Compliance with State and Local Law

The Blue Ribbon Housing Site Selection Committee is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law.