

Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
Housing@town.sudbury.ma.us

Sudbury Housing Trust

Agenda

October 24, 2008, 8:00 AM

Silva Conference Room

Flynn Building, 278 Old Sudbury Rd

Announcements

1. Topic: Meetings, Agenda, Minutes

- a. VOTE: Approve Regular Minutes of 9/9/08

2. Finances, Funding and Grants

- a. VOTE: Ratify May, June, July, Aug, Sept financial transactions as presented
- b. VOTE: Town Meeting CPC Proposal for 10% (\$238k)
- c. VOTE: HFH Grant
- d. VOTE: Proposal for monitoring agent services to Wayland Housing Authority

Project: Wayland Commons, Developer: Wayland Meadows

Age restricted 55+ community proposed for the Rt.27/Old Sudbury Road side of the former Raytheon site. 48 units total with 12 affordable. CHAPA was originally going to be the monitoring agent, then South Shore Housing. Now they are interested in WHA to act as the monitoring agent. Comp Permit was granted in 2005. Shortly after the permit was granted, the land was clear cut and some site work in place. Since then it has been dormant. They are looking to resume

- e. VOTE: Small Grants Program, September grants

3. Legislation and Trust

- a. Housing Production Plan – should we do one?
- b. Local Preference – 7/1 Reg changes, no child/parents of current resident

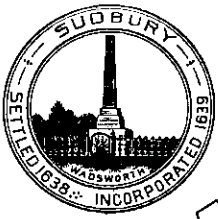
4. Active Projects

- a. Dutton Rd – Successful ground breaking, will schedule Trust build day, Shall we frame award?
- b. Maynard Rd – Demo coming, architect kick-off after that.
- c. Home Preservation – VOTE: \$1,250 taxes for Maplewood, Lottery period open
- d. 40B Updates, Informational, no discussion
 - Snowberry – All units sold, final cost certification in process
 - Old County Rd – Buy-down unit closing 11/15, \$100k of HOME\$. SHA unit closing 1/15/09.
 - Village on rt20 – No update
 - Commons – Owner looking at commercial and other options.
 - Avalon Bay – Withdrawn

5. Executive Session

6. Outreach, other, reference

- a. Housing Roundtable – 11/13
- b. Municipal Innovation Award submission
- c. Longfellow Glen – Development For Sale. Affordability expires 2014.
- d. SHI – DHCD Biennial update, 269 units (4.8%). Up 51 units from 218 (3.9%) in May 2006.



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Minutes, September 9, 2008, 8:00 AM

Present: Trustees: Amy Lepak, Michael Fee, Larry O'Brien, Peter Crowe, Lydia Pastuszek,
Andrew Kaye
Staff: Jody Kablack, Beth Rust
Absent: None

Meeting called to order at 8:05am, and adjourned at 9:30am.

The first order of business was to meet three applicants for Trustee. There are currently six Trustees and by charter they may have up to nine Trustees. After two months of open application period, three applicants responded: one is a senior minister in Town, one an architect, and another a real estate attorney – all interested in serving.

A proposed Financial Projection for FY09 and FY10 was reviewed. The budget as presented plans to increase revenue through continuing the lottery and monitoring agent functions and to increase expenditures by starting development on the 278 Maynard Road property the Trust acquired in July, 2008. The budget forecasts an ending balance of \$692,000 and also accounts for other Trust programs and expenses, as well as \$750,000 of CPA funds appropriated at April 2008 Town Meeting.

Motion duly made and seconded, it was (6-0):

VOTED: To approve the FY09 budget as presented.

A report of lottery and monitoring agent revenue was reviewed, showing \$105,500 of contracted services, and \$91,000 of proposed services, to be performed by the Sudbury Housing Trust. The Monitoring Agent contracts for external towns are to be performed over 5 years, and the Sudbury monitoring is in perpetuity. In the future, each contract will be reviewed for approval by the Trust.

Motion duly made and seconded, it was (6-0):

VOTED: To ratify past contracts for lottery and monitoring agent services as presented and authorize the Community Housing Specialist to continue to pursue projects as listed.

Prior meeting minutes were reviewed and no changes requested.

Motion duly made and seconded, it was (6-0):

VOTED: To approve the regular minutes of 5/14/08, 6/18/08, 7/31/08 and the emergency meeting minutes of 5/23/08.

The Habitat Dutton Road project was reviewed. The Sudbury Housing Trust continues to strongly support this project and is pleased to see the high level of community support.

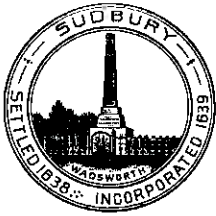
Motion duly made and seconded, it was (6-0):

VOTED: To sign the release deed for the parcel on Dutton Road to transfer said parcel to the Greater Worcester Habitat for Humanity.

The Maynard Road parcel project was reviewed, specifically the two responses to the RFP for conceptual design services. After discussion of the respondents, the Trustees agreed to award the contract to the architectural firm Eck MacNeely.

Motion duly made and seconded, it was (6-0):

VOTED: To award the Conceptual Design Services contract to Eck MacNeely Architects for an amount not to exceed \$9,500.



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The 20 Maplewood Home Preservation dwelling had closed since the last meeting. This single-detached home was purchased on the open market and sold to an eligible household selected through the lottery held last December. The property was restricted through an affordable housing restriction executed at the closing. The subsidized amount was contributed from CPA funds appropriated at 2005 Town Meeting for this purpose. A repair plan with high level estimates was reviewed, in line with the Home Inspection performed prior to purchase. All defect items have been committed to be repaired to the owner. The repair plan (below) will be executed as well as a conversion to gas heat versus oil heat.

Repairs	
Burner	\$9,000
Electrical	\$3,000
Exterior	\$2,000
Roof	\$1,000
Pest	\$800
Chimney	\$500
Other	\$1,200
	\$17,500

Motion duly made and seconded, it was (6-0):

VOTED: To approve up to \$17,500 for repairs to 20 Maplewood as detailed in the repair plan presented.

The lottery plans for the upcoming 2009 calendar year were presented, and approved.

Motion duly made and seconded, it was (6-0):

VOTED: To proceed with lottery plans as presented to open the application period in October and hold a lottery in December 2008.

The award notice from Habitat and the invitation to the annual fundraiser was reviewed. As written in the award, "The Sudbury Housing Trust was the Board of Directors' unanimous choice as recipient of our 2008 Partnership Award. Cited for generosity and leadership in the cooperative effort to advance our mission through and to promote our understanding of MGL 40B legislation, the Trust clearly embodies Habitat's spirit of partnership."

Motion duly made and seconded, it was (6-0):

VOTED: To reserve a table to the Habitat for Humanity Cement Mixer event in order to receive the award presented to the Sudbury Housing Trust.

**Sudbury Housing Trust
FY08 Transactions**

Date	Post MO	Amount	Balance	Account	Description
7/1/07	Jun-07		\$158,864		Carryover
7/10/07	Jul-07	250,000.00	\$408,864	712549/497000	2007 TM 26: FY08 housing reserves
7/31/07	Aug-07	847.43	\$409,712	712548/48200	Interest - July
8/31/07	Sep-07	1,876.93	\$411,588	712548/48200	Interest - August
9/19/07	Sep-07	(561.23)	\$411,027	712557/522100	Dutton Rd- Septic Testing
9/19/07	Sep-07	(3,627.48)	\$407,400	712557/522100	Washbrook Rd - Wetlands flagging, Septic Testing
10/5/07	Oct-07	(2,598.75)	\$404,801	712557/522100	Young proforma
10/16/07	Oct-07	1,839.81	\$406,641	712548/48200	Interest - September
10/17/07	Nov-07	(180.00)	\$406,461	712557/522100	CHAPA event
11/1/07	Nov-07	(220.00)	\$406,241	712557/522100	VOCR advertisements
11/6/07	Nov-07	(280.00)	\$405,961	712557/522100	VOCR advertisements
11/6/07	Nov-07	2,000.00	\$407,961	712543/430000	Concord Lottery (p1)
11/7/07	Nov-07	(1,594.80)	\$406,366	712557/522100	VOCR advertisements
11/8/07	Nov-07	(321.30)	\$406,045	712551/511100	Salary: 10 hours
11/14/07	Nov-07	(1,000.00)	\$405,045	712557/522100	4 Longfellow - Deposit on 4 Longfellow
11/14/07	Nov-07	(740.00)	\$404,305	712557/522100	4 Longfellow - Home Inspection
11/16/07	Nov-07	1,875.04	\$406,180	712548/48200	Interest - October
11/20/07	Nov-07	(1,200.00)	\$404,980	712557/522100	Young Conceptual site plan
11/21/07	Nov-07	(321.30)	\$404,658	712551/511100	Salary: 10 hours
11/30/07	Nov-07	1,000.00	\$405,658	712543/430000	4 Longfellow - Deposit reimbursement
12/1/07	Dec-07	(300.00)	\$405,358	712557/522100	Town Owned parcels - Title search
12/6/07	Dec-07	(75.00)	\$405,283	712557/522100	4 Longfellow - Pest Inspection
12/31/07	Dec-07	1,744.07	\$407,028	712548/48200	Interest - November
12/31/07	Dec-07	1,770.12	\$408,798	712548/48200	Interest - December
12/31/07	Dec-07	(642.60)	\$408,155	712551/511100	Salary: 20 hours
1/31/07	Jan-08	(642.60)	\$407,512	712551/511100	Salary: 20 hours
1/3/08	Jan-08	2,000.00	\$409,512	712543/430000	Concord Lottery (p2)
1/17/08	Jan-08	(3,425.00)	\$406,087	712557/522100	Washbrook Rd - Topo survey, septic design
1/17/08	Jan-08	(1,970.00)	\$404,117	712557/522100	Dutton Rd- Septic Design, Topo survey
1/25/08	Jan-08	4,000.00	\$408,117	712543/430000	VOCR lottery fee (1)
1/25/08	Jan-08	1,728.00	\$409,845	712543/430000	HOME admin funds
1/23/08	Feb-08	(1,000.00)	\$408,845	712557/522100	VOCR lottery oversight
2/7/08	Feb-08	600.00	\$409,445	712543/430000	Boxborough (1 of 3)
2/21/08	Feb-08	(642.60)	\$408,803	712551/511100	Salary: 20 hours
2/26/08	Feb-08	500.00	\$409,303	712543/430000	Concord - Emerson Annex
2/27/08	Feb-08	1,704.44	\$411,007	712548/48200	Interest - January
2/28/08	Feb-08	(181.75)	\$410,826	712551/511100	Portion of salary, short by 139.55
2/27/08	Mar-08	(3,834.58)	\$406,991	712557/522100	4 Longfellow: Windows
2/27/08	Mar-08	(9,150.00)	\$397,841	712557/522100	4 Longfellow: Roof
3/6/08	Mar-08	(1,800.00)	\$396,041	712557/522100	4 Longfellow: Windows (1)
3/11/08	Mar-08	(1,800.00)	\$394,241	712557/522100	4 Longfellow: Windows (2)
3/15/08	Mar-08	(139.55)	\$394,101	712551/511100	Salary adjustment
3/18/08	Mar-08	(2,686.15)	\$391,415	712557/522100	4 Longfellow: Windows (3)
3/18/08	Mar-08	(800.00)	\$390,615	712557/522100	4 Longfellow: Paint (1)
3/18/08	Mar-08	(444.38)	\$390,171	712557/522100	4 Longfellow: Windows
3/18/08	Mar-08	(125.00)	\$390,046	712557/522100	Add Boxborough to Town insurance
3/23/08	Mar-08	1,326.12	\$391,372	712548/48200	Interest - February
3/23/08	Mar-08	(642.61)	\$390,729	712551/511100	Salary: 20 hours
3/31/08	Mar-08	1,244.36	\$391,974	712548/48200	Interest - March
4/1/08	Apr-08	(800.00)	\$391,174	712557/522100	4 Longfellow: Paint (2)
4/24/08	Apr-08	(642.62)	\$390,531	712551/511100	April - Salary
4/30/08	May-08	1,030.02	\$391,561	712548/48200	Interest - April
5/13/08	May-08	2,000.00	\$393,561	712543/430000	Elm Brook (1)
5/13/08	May-08	(1,447.50)	\$392,114	712557/522100	Dutton Rd - survey
5/28/08	May-08	1,500.00	\$393,614	712543/430000	Ellis Heights (1)
5/31/08	May-08	(642.62)	\$392,971	712551/511100	May-Salary
5/20/08	Jun-08	(20.00)	\$392,951	712557/522100	CHAPA event
6/10/08	Jun-08	(1,000.00)	\$391,951	712557/522100	Maynard Rd - Deposit
6/10/08	Jun-08	(13,750.00)	\$378,201	712557/522100	Maynard Rd - P&S
6/10/08	Jun-08	2,000.00	\$380,201	712543/430000	Elm Brook (2)
6/10/08	Jun-08	(600.00)	\$379,601	712557/522100	Maplewood - home inspection
6/30/08	Jun-08	(963.91)	\$378,637	712551/511100	June-Salary
6/30/08	Jun-08	1,011.32	\$379,648	712548/48200	Interest - May
6/30/08	Jun-08	715.99	\$380,364	712548/48200	Interest - June

Sudbury Housing Trust
FY09 Transactions

Date	Post MO	Amount	Balance	Account	Description	Payer/Payee
7/1/08	Jul-08		\$380,364		Carryover	
7/5/08	Jul-08	750,000.00	\$1,130,364	Other	CPA appropriation	
7/10/08	Jul-08	13,750.00	\$1,144,114	Expense	Maynard Rd - P&S void	
6/23/08	Jul-08	(240.00)	\$1,143,874	Expense	Dutton Rd - set pin	Sullivan Connors
7/24/08	Jul-08	600.00	\$1,144,474	Fee	Boxborough - 2	
7/24/08	Jul-08	(675.00)	\$1,143,799	Expense	Maynard Rd - proforma	Kevin Maguire
7/24/08	Jul-08	(440.00)	\$1,143,359	Expense	Maynard Rd - test holes	DJ Morris
7/25/08	Jul-08	(274,000.00)	\$869,359	Expense	Maynard Rd - purchase	Alexander/Fletcher
7/17/08	Jul-08	(279.33)	\$869,080	Salary	7/17 payroll	Sudbury
7/31/08	Jul-08	(1,393.71)	\$867,686	Salary	7/31 payroll	Sudbury
7/31/08	Jul-08	921.15	\$868,608	Interest	July	Sudbury
8/1/08	Aug-08	(1,625.00)	\$866,983	Expense	Maynard Rd - Legal Fees	Denis Sullivan
7/31/08	Aug-08	0.25	\$866,983	Fee	Maynard Rd - interest on deposit	Coldwell Banker
8/1/08	Aug-08	(5,000.00)	\$861,983	Expense	Maynard Rd CRB	CRB
7/24/08	Aug-08	(1,135.00)	\$860,848	Expense	Maynard Rd - septic	Sullivan Connors
7/24/08	Aug-08	600.00	\$861,448	Fee	Boxborough - 3	Town of Boxborough
8/14/08	Aug-08	(1,156.84)	\$860,291	Salary	8/14 payroll	Sudbury
8/14/08	Aug-08	(362.84)	\$859,928	Salary	8/14 payroll	Sudbury
8/31/08	Aug-08	(642.43)	\$859,286	Salary	adjustment for 7/17 payroll	Sudbury
8/31/08	Aug-08	(834.51)	\$858,451	Salary	adjustment for 8/28 payroll	Sudbury
8/31/08	Aug-08	898.51	\$859,350	Interest	august int	Sudbury
9/11/08	Sep-08	(1,077.61)	\$858,272	Salary	9/11 payroll	Sudbury
9/10/08	Sep-08	(75.00)	\$858,197	Expense	Trust recording	Kenny
9/10/08	Sep-08	(50.00)	\$858,147	Expense	CHAPA conference	Rust
9/23/08	Sep-08	1,500.00	\$859,647	Fee	Concord Elm Court - initial	CHDC
9/25/08	Sep-08	(1,197.35)	\$858,450	Salary	9/25 payroll	Sudbury

**Sudbury Housing Trust
Financial Projection
FY09 and FY10**

Description	FY07 Actual	FY08 Actual	FY09				FY10		4 Year Total	Notes
			Current Plan	Actual	Remaining	Comments	Estimate	Comments		
Carry Forward	\$0	\$158,864	\$380,364	\$380,364	\$0	Approximate	\$692,184	Approximate		
Revenue-fees - 712543/430000	\$36,738	\$16,328	\$58,369	\$2,700	\$55,669	(budget = 58,369)	\$64,769		\$176,204	
HOME Admin	\$1,738	\$1,728	\$1,669	\$0	\$1,669		\$1,669		\$6,804	
Meadows	\$28,000	\$0	\$0	\$0	\$0	Complete			\$28,000	
VOCR	\$7,000	\$4,000	\$12,000	\$0	\$12,000	3 units	\$23,900	last 5/monitoring fee	\$46,900	
Villages		\$0	\$18,300	\$0	\$18,300	4 of 17, 50% monitoring	\$19,200	6 units	\$37,500	7 units left
Commons		\$0	\$0	\$0	\$0	Assume none	\$0	Assume none	\$0	
Sudbury Resales		\$0	\$0	\$0	\$0	2.5% resale fee	\$0		\$0	
External Revenue		\$10,600	\$26,400	\$2,700	\$23,700		\$20,000		\$57,000	
Other		\$0	\$1,500	\$0	\$1,500		\$0		\$1,500	
Concord - Dumber Way		\$4,000	\$0	\$0	\$0		\$0		\$4,000	
Concord - Emerson Annex		\$500	\$0	\$0	\$0		\$0		\$500	
Concord - Elm Brook		\$4,000	\$0	\$0	\$0		\$0		\$4,000	
Concord CHDC - Elm Court			\$1,500	\$1,500	\$0		\$300		\$1,800	\$300 per year 2011 - 2014
Wayland - 890aBow			\$6,400	\$0	\$6,400		\$1,280		\$7,680	\$1,280 per year 2011 - 2014
Wayland - Tripolis Circle			\$800	\$0	\$800		\$160		\$960	\$160 per year 2011 - 2014
Newton - Ellis Heights		\$1,500	\$3,000	\$0	\$3,000		\$0		\$4,500	
Boxborough - Codman Hill Rd		\$600	\$1,200	\$1,200	\$0		\$0		\$1,800	
Boxborough - Summerfields			\$500	\$0	\$500		\$500		\$1,000	
Acton - 442 Mass Av			\$8,000	\$0	\$8,000		\$8,000		\$16,000	
Wellesley - Linden Square			\$3,500	\$0	\$3,500		\$3,500		\$7,000	\$700 per year 2011 - 2014
CPA/Financing - 712549/497000	\$135,000	\$250,000	\$750,000	\$750,000	\$0		\$238,000	Reduced CPA 10%	\$1,373,000	
Interest - 712548/482000	\$506	\$16,985	\$20,000	\$1,820	\$18,180		\$15,000		\$52,491	
Expense - 712557/522100	-\$11,857	-\$56,030	-\$482,550	-\$269,490	-\$213,060	(budget = -482,550)	-\$871,500		-\$1,421,937	
Admin	-\$514	-\$200	-\$300	-\$125	-\$175		-\$300		-\$1,314	
Small Grants			-\$24,000	\$0	-\$24,000	8 grants	-\$27,000	9 grants	-\$51,000	
Dutton	-\$7,941	-\$3,979	-\$15,000	-\$240	-\$14,760		\$0		-\$26,920	
Other Feasibility (Washbrook, etc)		-\$11,751	-\$25,000	\$0	-\$25,000		-\$25,000		-\$61,751	
Project - Home Preservation		-\$22,130	-\$65,000	\$0	-\$65,000	Non-CPC \$\$ of unit#3			-\$87,130	
Project - 40B Buydown		\$0	\$0	\$0	\$0		-\$265,000	Villages/Common	-\$265,000	
Project - Maynard Rd		-\$14,750	-\$342,750	-\$269,125	-\$73,625	Feas/Land/Demo/Design	-\$542,500	Unit Development	-\$900,000	
Lottery/Monitoring Agent Expense	-\$3,402	-\$3,220	-\$10,500	\$0	-\$10,500		-\$12,000		-\$29,122	
Meadows	-\$3,402		-\$3,000	\$0	-\$3,000	Cost Certification				
VOCR		-\$3,095	\$0	\$0	\$0					
Sudbury - Home Preservation			-\$3,500	\$0	-\$3,500	lottery, inspections				
Boxborough - Codman Hill Rd		-\$125	\$0	\$0	\$0					
Acton - 422 Mass Av			-\$4,000	\$0	-\$4,000					
Newton - Ellis Heights			\$0	\$0	\$0					
Salaries - 712551/511100	-\$1,523	-\$5,783	-\$34,000	-\$6,945	-\$27,055	(budget = -34,000)	-\$40,000		-\$81,306	
Capital - 712558/580000	\$0	\$0	\$0	\$0	\$0		\$0		\$0	
Contributions - 712548/483100	\$0	\$0	\$0	\$0	\$0		\$0		\$0	
Donations - 712548/483100	\$0	\$0	\$0	\$0	\$0		\$0		\$0	
Total	\$158,864	\$380,364	\$692,184	\$858,450	-\$166,266	(budget = -692,183)	\$98,453			



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Minutes

Wednesday December 5, 2007, 8:00 AM
Silva Conference Room, Flynn Building, 278 Old Sudbury Rd

Present: Trustees: Peter Crowe (late), Michael Fee, Lydia Pastuszek, Larry O'Brien, Andrew Kaye, Amy Lepak

Staff: Jody Kablack, Beth Rust

Absent:

The meeting commenced at 8:00am and adjourned at 9:25.

Minutes

Motion duly made and seconded, it was unanimously (5-0):

VOTED: To approve the minutes of regular session on November 8, the executive session minutes of November 8, and the regular session minutes of November 27

Finances

Motion duly made and seconded, it was unanimously (5-0):

VOTED: To ratify the finances and transactions for November as presented

Projects

Young project – Discussion on the defeat of the Young CPC article. While disappointing, the Trustees were constructive in discussion on strategies for next time. More education, information and outreach is important, including more vocal supporters, and encouraging more people to vote were some highlights.

Dutton Road – Review of Habitat RFP response. No other responses were received. The CHS will work with Habitat to ensure that the house has some architectural detail and curb appeal, which will be an upgrade to the HFH standard models. Discussions with the Sudbury Earth Decade Committee are continuing to bring in 'green' design techniques for this home. No further work will be done on the title, as the opinion of the foreclosure attorney indicated that the existing mortgage on the property is extinguished when the Town sold the land pursuant to the foreclosure statute. A memo to that effect will be sent to HFH for their information and files.

Motion duly made and seconded, it was unanimously (5-0):

VOTED: To award the Request for Proposal to Greater Worcester Habitat for Humanity for the construction of affordable housing on the Dutton Road parcel.

Motion duly made and seconded, it was unanimously (5-0):

VOTED: To grant Habitat for Humanity up to \$15,000 for the purposes of reimbursement of expenses for surveys, environmental impacts, fees and permits - in such manner as is in compliance with Chapter 30B.

Home Preservation – The list of repairs –including estimates - was reviewed. It is the intent of the Trust to provide a house in good standing and as such, the list of items was approved. It is anticipated that the estimates represent a reasonable idea of the cost of work to be done, and the overall repair budget of \$25,000 was approved previously.

Motion duly made and seconded, it was unanimously (5-0):

VOTED: To approve the list of high priority repairs for the 4 Longfellow Road house.

Small Town owned parcels – Two small Town owned parcels were reviewed, and the Trust decided not to pursue requesting a Town transfer for this Town Meeting.

**Sudbury Housing Trust
Lottery and Monitoring Revenue**

Project Name	Project Location	Type	# Units	Initial - Per Unit	On-Going - Per Unit	Total Fee	Expenses (est)	First Closing Date	Permitting	Monitoring	Lottery	# Applicants
Ellis Heights	Newton	Lottery - Initial Sale	1	\$4,500		\$4,500	\$0	Jan-09	DHCD LIP/IZ		\$4,500	TBD
Snowberry Lane	Sudbury	Lottery - Initial Sale	2	\$7,500		\$15,000	\$1,900	Nov-06	MassHousing/NEF		\$15,000	32
Villages at Old County Rd	Sudbury	Lottery - Initial Sale	8	\$4,000		\$31,900	\$6,000	Nov-08	MassHousing/NEF		\$31,900	18
14 Dunbar Way	Concord	Lottery - Resale w/marketing	1	\$4,000		\$4,000	\$0	Dec-07	DHCD/LIP		\$4,000	11
294 Codman Hill Rd	Boxborough	Lottery - Resale wo/marketing	1	\$1,800		\$1,800	\$125	Jul-08	DHCD/LIP		\$1,800	3
87 Elm Brook	Concord	Lottery - Resale wo/marketing	1	\$4,000		\$4,000	\$0	Mar-08	Special Permit		\$4,000	5
Elm Court	Concord	Monitoring for CHDC (5 yr)	2	\$1,000	\$500	\$3,000	\$0	Aug-08	MassHousing/NEF	\$3,000		2
Snowberry Lane	Sudbury	Monitoring for Town (perp)	2	\$6,500		\$13,000	\$4,500	Nov-06	MassHousing/NEF	\$13,000		2
Villages at Old County Rd	Sudbury	Monitoring for Town (perp)	10	\$1,500		\$15,000	\$4,500	Dec-08	MassHousing/NEF	\$15,000		8
OxBow	Wayland	Monitoring for WHA (5 yr)	16	\$400	\$400	\$12,800	\$0	May-09	MassHousing/NEF	\$12,800		16
4 Emerson Annex	Concord	Qualification Only	1	\$500		\$500	\$0	Jan-08	DHCD/LIP		\$500	1
Summerfields	Boxborough	Qualification Only	1	\$1,000		\$1,000	\$0	Dec-08	MassHousing/NEF		\$1,000	
		Total contracted	46			\$106,500	\$17,025			\$43,800	\$62,700	
Villages on Rt20	Sudbury	Lottery - Initial Sale	17	\$3,200		\$54,400	\$8,000	Proposed	MassHousing/NEF		\$54,400	
442 Mass Ave	Acton	Lottery - Initial Sale	4	\$4,000		\$16,000	\$4,000	Proposed	DHCD LIP		\$16,000	
Tripolis Circle	Wayland	Monitoring for WHA (5yr)	2	\$400	\$400	\$1,600	\$0	Proposed	MassHousing/NEF	\$1,600		
Wayland Commons	Wayland	Monitoring for WHA (5yr)	12	\$400	\$400	\$9,600	\$0	Proposed	MassHousing/NEF	\$9,600		
Linden Square	Wellesley	Monitoring for WHDC (5 yr)	7	\$500	\$500	\$7,000	\$0	Proposed	DHCD LIP/IZ	\$7,000		
Villages on Rt20	Sudbury	Monitoring for Town (perp)	19	\$579		\$11,000	\$4,500	Proposed	MassHousing/NEF	\$11,000		
		Total proposed	61			\$99,600	\$16,500			\$29,200	\$70,400	
HOOP units	Natick	Lottery - Initial Sale	2			\$17,500		Lost bid	IZ			
Commons	Sudbury	Monitoring for Town (perp)	6					Not Proposed	MassHousing/NEF			

Small Grant
September 2008 submissions

	Household Information	Senior?	Street	AMI (<100%)	Assessment (<\$625k)	Work decription	Amount requested	Other
1	Household of 2: ages 77, 20	Yes	Barbara	25%	\$532,000	Most of new boiler	\$3,000	Total estimate \$4,350
2	Household of 3: ages 32, 5, <1	No	Hudson	71%	\$314,300	Radon mitigation (\$1125), Lock replacement (\$102), interior paint (\$399), window replacement (\$1,200)	\$2,826	Requests reimbursement for Lock and paint done by owner and Radon done by contractor. Grant application states that Trust will pay repair provider only.
3	Household of 2: ages 85, 79	Yes	Horse Pond	0%	\$422,800	Roof repair	\$3,000	Total estimate \$4,400
4	Household of 4: ages 37, 36, 13, 3	No	Wagonwheel	81%	\$395,300	2 windows, insulation	\$3,100	Town employee
5	Household of 3: ages 72, 71, 42	Yes	Peakham	30%	\$436,100	Porch roof, locks, grab bar	\$2,550	
6	Household of 3: ages 75, 57, 52	Yes	Stone	47%	\$435,100	Front roof repair	\$3,200	

Housing Production Plan – Should we prepare one?

Municipalities that demonstrate significant progress towards their affordable housing production are able to deny a comprehensive permit. This is done through the Planned Production Program regulation at 760 CMR 56.03. Revised guidelines (section II.B) were issued this year for what are now called Housing Production Plans, and include some significant changes to the major parts of the plan:

- Planned Production thresholds are reduced to 0.5% of total housing units for a one year exemption from comprehensive permits; and 1.0% for a two year exemption (down from 0.75% and 1.5% respectively). For Sudbury, 0.5% is 28 units, and 1.0% is 56 units.
- Requirements for Housing Plans are expanded to include additional information, including needs analysis on both regional and projected basis.
- Approval is valid for five (5) years where previously there was no expiration date.
- Municipal approval and local adoption is required.

When a municipality has a certified plan, decisions by the Zoning Board of Appeals (ZBA) to deny or approve with conditions comprehensive permit applications will be deemed "consistent with local needs" under MGL Chapter 40B for a one year period following certification that it has produced .5% of total housing units or two years if it has produced 1.0% of total housing units pursuant to the approved plan. "Consistent with local needs" means that the decision will be upheld by the Housing Appeals Committee (HAC).

The Sudbury 2005 Housing Plan includes many of the plan requirements (housing needs analysis, description of needed housing mix, strategies and action plan) though not a projection of future population and housing need, or a regional perspective. These additional elements alone would necessitate new analysis, effort and combined with the other plan requirements, ultimately a new housing plan is required.

In summary:

1. **Step 1: Write the plan and have it approved.** The plan must be written and approved before units counted for certification are created.
2. **Step 2: Permit a large project with 28 to 56 affordable units.** This then certifies the plan. 40B units are created when the decision is filed.
3. **Step 3: The next 40B project can be denied** for one or two years.
4. **Step 4: Issue building permits within one year** of the permit decision, or the units will lapse and the plan become uncertified.

Said another way, if Sudbury had an approved plan, and a large housing project was permitted and produced 28 units in one year, or 56 units in two-years, then any **subsequent** 40B project could be denied for up to one or two years after that.

The cost of writing the plan is 70-100 hours of work, and would be a priority project with public process over 6-8 weeks. In the natural course, an updated housing plan will be produced after the new Census data is produced in 2011.

Sudbury Local Preference

Sudbury proposes to adopt a revised definition for Local Preference for homeownership housing opportunities, in accordance with revised affirmative fair housing marketing requirements promulgated in June 2008. The Local Preference definition allows up to 70% of affordable housing units to be reserved for Sudbury residents.

If a community wishes to implement a local selection preference, it must:

- Demonstrate in the AFHMP the need for the local preference (e.g., the community may have a disproportionately low rental or ownership affordable housing stock relative to need in comparison to the regional area); and
- Demonstrate that the proposed local preference will not have a disparate impact on protected classes.

Sudbury's Fair Housing Plan currently satisfies this requirement.

Sudbury Local Preference Definition to be adopted:

- 1) Current residents
- 2) Families with children currently enrolled in the Sudbury/LS schools
- 3) Employees of the Town of Sudbury, the Lincoln-Sudbury Regional High School or Sudbury Public School system, and the Sudbury Housing Authority.

Changes recommended: This policy includes the following specific changes:

- Eliminated Child or parent of current Sudbury resident (per DHCD regulations)

DHCD regulations and DHCD Allowable Preference Categories

1. Current residents
2. Municipal Employees: Employees of the municipality, including schools
3. Employees of Local Businesses: Employees of businesses located in the municipality.
4. Families with children currently enrolled in the schools

When determining the preference categories, the geographic boundaries of the local resident preference area should not be smaller than municipal boundaries.

Durational requirements related to local preferences, that is, how long an applicant has lived in or worked in the residency preference area, are not permitted in any case.

Preferences extended to local residents should also be made available not only to applicants who work in the preference area, but also to applicants who have been hired to work in the preference area, and applicants who demonstrate that they expect to live in the preference area because of a bona fide offer of employment.

A preference for households that work in the community must not discriminate (including have a disproportionate effect of exclusion) against disabled and elderly households in violation of fair housing laws.

Past Changes: The METCO family preference was added in 2006. Also in 2006, the Community Housing Committee rejected a request to include employees of Sudbury private businesses. This was discussed in May 2008 by the Sudbury Housing Trust and again rejected.

DHCD has removed and Former residents (2/2008), Family of Current Residents (6/2008).



Habitat For Humanity Ground Breaking October 18, 2008



Sudbury Project Build Days

The following build days are available to reserve as of October 15th. Weekend builds can be reserved by whole or half days. Weekday builds may be reserved only by the whole day. Please indicate your top choices on the reservation form.

Phase One

Saturday	Sunday	Wednesday	Thursday	Friday
18-Oct	19-Oct	22-Oct	23-Oct	24-Oct
25-Oct	26-Oct	29-Oct	30-Oct	31-Oct
1-Nov	2-Nov	5-Nov		
8-Nov	9-Nov	12-Nov		
15-Nov	16-Nov	19-Nov		
22-Nov	23-Nov			
29-Nov	30-Nov	3-Dec		
6-Dec	7-Dec	10-Dec		
13-Dec	14-Dec	17-Dec		
20-Dec	21-Dec			
3-Jan		7-Jan		
10-Jan		14-Jan		

Phase Two

Saturday	Wednesday
17-Jan	21-Jan
24-Jan	28-Jan
31-Jan	4-Feb
7-Feb	11-Feb
	18-Feb
21-Feb	25-Feb
28-Feb	4-Mar
7-Mar	11-Mar
14-Mar	18-Mar
21-Mar	25-Mar
28-Mar	1-Apr
4-Apr	8-Apr

Phase Three

Saturday	Wednesday
11-Apr	15-Apr
18-Apr	22-Apr
25-Apr	29-Apr
2-May	6-May
9-May	13-May
16-May	20-May
	27-May
30-May	3-Jun
6-Jun	10-Jun
13-Jun	17-Jun
20-Jun	24-Jun
27-Jun	1-Jul

Phase Four

Saturday	Wednesday
	8-Jul
11-Jul	15-Jul
18-Jul	22-Jul
25-Jul	29-Jul
1-Aug	5-Aug
8-Aug	12-Aug
15-Aug	19-Aug
22-Aug	26-Aug
29-Aug	2-Sep
	9-Sep
12-Sep	16-Sep
19-Sep	23-Sep
26-Sep	30-Sep

Rust, Beth

From: Hafner, Maureen
Sent: Monday, September 22, 2008 12:43 PM
To: Rust, Beth
Cc: Gerry, Cynthia
Subject: FW: 2008-612 Affordable Housing Tax Question

Hi Beth,

I have received an opinion from the Chief of Law Department at the Division of Local Services. Please read below.

Maureen

From: Colleary, Kathleen [mailto:colleary@dor.state.ma.us] **On Behalf Of** DOR DLS Law
Sent: Monday, September 22, 2008 11:42 AM
To: Hafner, Maureen
Subject: RE: 2008-612 Affordable Housing Tax Question

Dear Maureen,

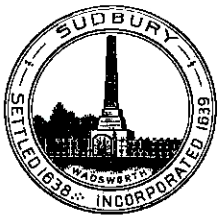
There is no legal basis for any abatement of the FY09 tax on this property.

Privately owned housing subject to an affordable housing deed restriction is not exempt from local taxation. While not settled law, many assessors take any such restriction into account when valuing the home, particularly where the restriction is imposed by government regulation. If there is such a restriction in the deed that transferred this property to the new owner, then the assessments in future years may reflect a lower value than similar homes depending on the Sudbury assessors' valuation policies. Any such restriction cannot be taken into account for fiscal year 2009, however. As you know, property taxes are assessed as of a fixed date. The date established by statute for the assessment of local property taxes is January 1 for the fiscal year that begins the next July 1. G.L. c. 59, § 21. The tax liability is fixed based on the property's fair cash value as of that date and subsequent events do not change nor reduce that liability for the year. *Sarris v. Board of Assessors of Swampscott*, 2 Mass. App. Ct. 841 (1974)(decline in value of property due to fire on January 14 did not warrant reduction in assessment).

As with any other sale of property, it is up to the parties to ensure that the acquisition year taxes are allocated and paid. We are not experts in affordable housing programs so we don't know whether buyers usually receive assistance to pay acquisition year taxes from the seller, financing entity or other party. In any event, it is clear that there is no legal basis for adjusting the taxes of a new owner of affordable housing when the acquisition occurred after the applicable January 1 assessment date.

Kathleen Colleary, Chief
Bureau of Municipal Finance Law
Division of Local Services
Massachusetts Department of Revenue
617-626-2400
DLSLAW@dor.state.ma.us

This e-mail response is intended to provide general information about the application of municipal tax and finance laws and Department of Revenue policies and procedures. It is not a public written statement, as defined in 830 CMR 62C.3.1, and does not state the official position of the Department on the interpretation of the laws pertaining to local taxes and finance. It should be considered informational only.



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
Housing@sudbury.ma.us

September 22, 2008

Board of Assessors

RE: FY09 Tax liability for 20 Maplewood Road

To Board of Assessors,

The Sudbury Housing Trust is providing this information to inform the Board of Assessors of the owner's desire to abate \$1,240 of FY09 tax liability for 20 Maplewood, though the formal request has not yet been made, and will be filed on a timely basis in January 2009.

The aforementioned property is now under an Affordable Housing Restriction, executed on 8/26/08 when it was sold to an eligible purchaser under the Department of Housing and Community Development (DHCD) Local Initiative Program (LIP). This home is the second residence in the innovative Sudbury Home Preservation program to create affordable housing units while preserving existing homes. The attached memo from Maureen Valente describes this program and transaction in more detail.

At the closing in August, the value of the home was reduced through the property deed restriction which limits, in perpetuity, the maximum resale price of the property as a function of the Area Median Income (AMI). This formula, detailed in the deed rider also attached, ensures that the property will always be priced as an 'affordable' home – one whose income does not exceed 80% of the AMI. In this case, the dwelling was sold for \$339,000, and purchased with the deed restriction at \$158,000.

The owner of the property is eligible for the affordable housing program as a household earning less than 80% of the AMI. The housing affordability calculation for this household included a tax liability amount based on the purchase price, not the sales price.

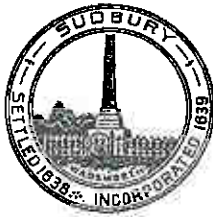
In the assessment cycle, this reduction will naturally occur for the July 2009 tax bill.

The assessor's office has prepared a statement calculating the tax liability difference between the two values, which is also attached.

For future homes, the Sudbury Housing Trust will compensate the buyer for this increased tax liability (calculated by the Assessor's Office) for the remaining fiscal year at the closing.

It is not the intention of the Trust or the Town to cause any undue financial hardship through this program to the first-time homeowners it benefits. There are other year-one increased expenses with homeownership that these new owners are faced with. The owner's monthly escrow amount has been calculated on the market value and this is causing financial pressure for the owner.

We appreciate your consideration of this request.



Town of Sudbury

Office of Selectmen

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756

selectmen@town.sudbury.ma.us

To: Parties of 20 Maplewood Avenue Sudbury purchase

From: Maureen Valente, Town Manager

RE: Transaction details, Home Preservation

The Home Preservation Program is being undertaken by The Town of Sudbury, acting through the Sudbury Housing Trust, to preserve current housing stock while creating affordable units. The offer to purchase the home at 20 Maplewood Avenue is the second home to be purchased under this program.

The purpose of this memo is to provide detail on the purchase transaction to clarify any details to the closing attorneys, lenders and their agents.

The goal of the Home Preservation Program is to purchase small, single lot detached older homes and preserve them for first time homebuyers. These homes will be subject to an affordable housing restriction, and the Town will subsidize the difference between the market price and the affordable price at closing.

The Trust has negotiated an offer on 20 Maplewood Avenue, and \$1,000 of Town CPA funds has been deposited. The Purchase and Sale agreement will be executed between the seller and purchaser; the Town will not be a party to the Purchase and Sale, nor the closing documents.

The financial breakdown of the transaction is:

Breakdown			Town	Buyer
Purchase Price	\$ 339,000		\$ 181,000	\$ 158,000
Deposit	\$ 1,000	6/3/2008	\$ 1,000	
P&S Deposit	\$ 15,950	7/3/2008	\$ 14,580	\$ 1,370
	\$ 322,050	At closing	\$ 165,420	\$ 156,630

This property will be protected as an affordable housing unit under the Local Initiative Program administered by the Massachusetts Department of Housing and Community Development ("DHCD"), as a Local Action Unit. DHCD will provide a deed rider to legally restrict the property in perpetuity to be executed and recorded with the closing documents.

There are conditions imposed through this deed restriction including that the unit can't be refinanced without prior approval of DHCD and the Town of Sudbury; no capital improvements can be made without DHCD/Town pre-approval; the unit must be owner's primary residence; the resale price is calculated according to the deed rider; with a minimal increase in equity to ensure affordability over time; the deed rider remains in effect in perpetuity.

After the closing, and the recording of the deed rider on this property, the value is restricted to a maximum sales price. Future real estate assessments will be reduced to reflect this decrease in value.

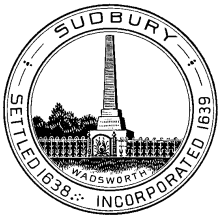
This Town subsidy is not considered a grant, a loan or any other direct compensation to the buyer.

Please contact Beth Rust at the Community Housing Office at 978-639-3387 if you need any additional information.

Fiscal Year 2009 Tax Implications for 20 Maplewood Ave.

Tax Estimate based on assessed value of \$284,900 7/1/2008 - 6/30/2009	\$ 4,335.33
Payments made (by Sally Faccenda)	\$1,083.84
Remaining Liability	\$ 3,251.49

Tax Estimate based on affordable assessed value of \$158,000 7/1/2008 - 6/30/2009	\$ 2,384.35	
Per diem @ \$6.53 for 308 days(from August 27, 2008 - June 30, 2009)	\$2,011.98	← Kim's liability from 8/27/2008 - 6/30/2009



Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director
Beth Rust, Community Housing Specialist

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us/services/cho>
Housing@town.sudbury.ma.us



Sudbury Housing Roundtable Agenda



November 13, 2008
7:00pm Town Hall

The objective of the Sudbury Housing Roundtable is to further Sudbury's housing efforts by providing a forum for all interested boards, committees and residents to review current projects and collaborate to reach successful outcomes. Held bi-annually in spring and fall, the Roundtable meetings are synchronized with Town Meeting preparations.

- Introduction – Beth Rust
 - Update from State and Town
- Board of Selectmen remarks
- Housing Updates and Town Meeting Housing articles
 - Update - Sudbury Housing Authority
 - Update – Sudbury Housing Trust
 - Update – Planning Board
 - Update – Zoning Board
 - Update – Community Preservation Committee

MMA Kenneth Pickard Municipal Innovation Award

Home Preservation Program

Sudbury, MA

Municipality: Town of Sudbury

Project Title: Home Preservation Program

Submitted By: Beth Rust, Community Housing Specialist
278 Old Sudbury Road
Sudbury, MA 01776
rustb@sudbury.ma.us
978-639-3388

Project Inception: February 2005

Participants: Eligible First-time homeowners
Sudbury Board of Selectmen
Sudbury Housing Trust
Sudbury Town Meeting
Department of Housing and Community Development

Goal: Preserve current housing stock while creating affordable units

Strategy: To purchase homes on the open market and sell them as affordable

Results: Extremely positive feedback from all participants. The Program has provided single-family detached homes for two eligible first-time homeowners and both have been 'counted' on the State's Subsidized Housing Inventory. This program has retained this existing housing and preserved neighborhood character.

Cost: \$500,000 in funding commitment from Community Preservation Act funds for three units of housing

Municipality:

Town of Sudbury

Project Title:

Home Preservation Program

Project Narrative

The **Home Preservation Program** is a program undertaken by The Town of Sudbury, acting through the Sudbury Housing Trust, to preserve current housing stock while creating affordable units.

The Program grew out of the Town's housing strategy developed and documented in the Community Housing Plan, published in 2005, which outlines the overall goals of this program, to purchase small, single lot detached older homes (or "tear downs"), and preserve them for first time homebuyers. In the Program, the properties are subject to an affordable housing restriction, and the Town subsidizes the difference between the market price and the affordable price from previously appropriated Community Preservation Act Funds.

Community Preservation Act funds are restricted to eligible activities, including Open Space Conservation, Historic Preservation, Recreation and Community Housing. Sudbury Town officials, Boards and residents alike prioritized the Home Preservation Program in its allocation of CPA housing funding. In 2005, Sudbury Town Meeting appropriated \$500,000 of CPA funds to buy-down three units of housing.

As in many other Metrowest towns, housing prices are high in Sudbury. The lack of available land and zoning restrictions on the construction of multiple unit dwellings for new development limits opportunities, and often the best economic return on land value is razing smaller, older dwellings and constructing large single family dwellings in their place. [Currently, there are only twenty homes for sale under \$500,000 in Sudbury.] Building larger houses started here in the 1980's, and ramped up significantly over the last decade, replacing 1,200 square foot homes, built in the 1950's and 1960's, with modern 4,000 square foot structures.

Preserving existing homes in Sudbury through the Home Preservation Program has multiple benefits including creating new affordable units while preserving and conserving existing housing stock, and neighborhood character. It also provides the quickest method of creating available affordable housing, in a scattered site program.

Sudbury creates these Home Preservation units under the Local Initiative Program (LIP), administered by Department of Housing and Community Development (DHCD), as Local Action Units (LAU) which give communities the opportunity to include housing units on the state's Subsidized Housing Inventory (SHI) that were built without a Comprehensive Permit but which meet LIP criteria.



LIP Local Action Units must result from city or town action or approval and typically involve new construction, building conversion, adaptive re-use, rehabilitation, or creation of new affordability with an existing project. Like units in comprehensive permit projects, sale prices of LAUs are set so that a household earning 70% of area median income would not expend more than 30% of income for housing.

Sudbury has received DHCD approval for the Home Preservation Program overall, and each of the specific homes sold under the Program are recorded on the DHCD Subsidized Housing Inventory.

The first home closed in February 2008, and the second home in this program was completed in August, 2008. These were sold to eligible buyers, providing two Sudbury first-time homebuyers an opportunity to purchase a single-family detached home with their own yard at an affordable price.

The Town, acting through the Sudbury Housing Trust, continually searches for appropriate homes for this program. These are well-maintained homes, in the ~\$350,000 price range, being sold on the open market. When a suitable property is found, The Trust negotiates a [market] purchase price, and takes the lead on bringing the parties together from the offer through to the closing.

The Town also recognizes that these are older homes, and initial repairs may be needed prior to closing. It is not the intention of the Program to burden the potential buyer with excessive maintenance costs; licensed local home inspectors are engaged to inspect the homes and determine repair needs. In one of the homes, all the windows were replaced, in another a new furnace. Other minor repairs were also identified in each home, and a home repair plan prepared for the potential purchaser.

The purchase process includes approvals from the Sudbury Housing Trust, the Board of Selectmen and the Department of Housing and Community Development, as well as selecting an eligible buyer.

The potential purchaser is offered the home from a ranked 'ready-buyer list' created through a prior lottery held for this purpose. The potential buyer is then the party to execute the Purchase and Sale Agreement with the seller, and proceeds to closing in the traditional manner.

Results

This program has accomplished its goals, and maintains some flexibility with respect to each purchase, allowing procedures to respond to the diverse needs of buyers and sellers as well as the conditions of the property. This hands-on approach, while more time-consuming, has been responsive to the individual needs of each of the purchasers, allowing them to ultimately purchase their first home. A sampling of these first-time homeowners buyers served through the Home Preservation Program includes that they were already Sudbury residents, one had a child in the school system, and another grew up in Sudbury as a child.

This program has created the intended units of affordable housing, scattered in different neighborhoods, and provided new ownership opportunities while maintaining the neighborhood character. The Department of Housing and Community Development offered praise for the program, and recommends other municipalities to consult with Sudbury for similar initiatives. Residents have supported the program.

Summary

The Home Preservation Program has proven to be feasible and beneficial. The community supports preserving homes that may otherwise become 'tear downs', the affordable housing is scattered across town in existing single-family homes, the CPA funds are used towards their mandated purpose, the Town is able to expedite the creation of affordable units, and the new homeowners are excited with the unprecedented opportunity.

