



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

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 the 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.

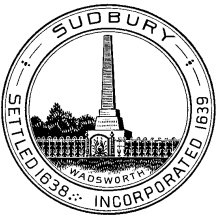
Motion duly made and seconded, it was (6-0):

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.