



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

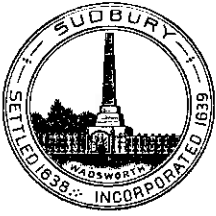
Agenda

Match 6, 2009, 8:00 AM

Silva Conference Room

Flynn Building, 278 Old Sudbury Rd

- 8:00 – 8:10 Welcome and Announcements
1. Topic: Meetings, Agenda, Minutes
- 8:10 – 8:11 a. VOTE: Approve Regular and ES Minutes of 1/16/08
2. Finances, Funding and Grants
- 8:12 – 8:20 a. VOTE: Ratify December and January financial transactions as presented
- b. Review sample revised FY10 budget
- 8:20 – 8:30 c. Town Meeting Plans:
- Three articles (10% CPA funds, 2 land transfers, Buy-down article withdrawn)
 - Confirm presenters
 - How to capitalize on HFH/Dutton Road
3. Legislation and Trust
4. Active Projects
- 8:30– 8:40 a. Dutton Road
- Habitat Build 4/4, Sudbury Day conflict
- 8:40 – 8:45 b. Small Grant
- Review/Award February grant (one application received)
- 8:45 – 10:00 c. Maynard Rd
- Review timetable, RFP
 - Eck presentation at 9am
- d. FYI, no discussion: Home Preservation
- Howell Road closing planned for 3/27 – confirm bank commitment Monday
- e. FYI, no discussion: 40B Project updates
- Snowberry – No update
 - Old County Rd – Condo doc conflicts with SHA may prevent SHA CPA-funded purchase
 - Village on rt20 – No update
 - Commons – Removed from Subsidized Housing Inventory (Time Lapse)
5. Outreach, other, reference



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Minutes

January 7, 2009, 8:00 AM

Present: Trustees: Amy Lepak, Michael Fee, Larry O'Brien, Peter Crowe, Andrew Kaye, Michael Buoniconti, Daniel Hewett
Regrets: Joel Guillemette, Lydia Pastuszek
Staff: Jody Kablack, Beth Rust

1. Topic: Meetings, Agenda, Minutes

Motion duly made and seconded, it was (7-0):

VOTED: To approve the regular minutes of 12/05/08.

2. Finances, Funding and Grants

Motion duly made and seconded, it was (7-0):

VOTED: To Ratify November financial transactions as presented

The Trustees reviewed the Town Meeting articles, including the Trust request to the CPC for \$400,000 to further the Home Preservation Program. The considerations for withdrawing the article recognize the difficult financial times and the need to be fiscally responsible. In support for going forward is the soft real estate market, and the recognition that due to lower purchase prices, the Trust subsidy would be less now. After discussion, the article was not withdrawn.

3. Legislation and Trust

The Trustees reviewed the requirements for preparation of a DHCD-certified Housing Production Plan, and agreed to wait until the availability of 2010 Census data and for a stronger economic climate before expending the required resources to produce such a plan.

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
9/23/08	Oct-08	(350.00)	\$858,100	Expense	HFH Cement Mixer	HFH
9/23/08	Oct-08	(1,275.00)	\$856,825	Expense	Small grant	Countryside Estate
9/30/08	Oct-08	885.80	\$857,711	Interest	sept int	Sudbury
10/1/08	Oct-08	(420.00)	\$857,291	Expense	Dutton Rd - final plans	Sullivan Connors
10/1/08	Oct-08	(2,915.00)	\$854,376	Expense	Maynard Rd - Topo survey and st	Sullivan Connors
10/9/08	Oct-08	(1,197.35)	\$853,178	Salary	10/9 Payroll	Beth
10/23/08	Oct-08	(96.00)	\$853,082	Expense	Dec 2008 lottery	SamPan news
10/23/08	Oct-08	(1,197.35)	\$851,885	Salary	10/23 payroll	Beth
11/4/08	Nov-08	(496.00)	\$851,389	Expense	Small grant	Patriot Lock
11/4/08	Nov-08	(811.80)	\$850,577	Expense	Dec2008 lottery	CNC
11/4/08	Nov-08	(75.00)	\$850,502	Expense	Trustee certification	
11/6/08	Nov-08	(1,197.35)	\$849,305	Salary	11/6 payroll	Beth
11/17/08	Nov-08	(290.00)	\$849,015	Expense	Dec 2008 lottery	Action Unlimited
11/17/08	Nov-08	(96.00)	\$848,919	Expense	Dec 2008 lottery	SamPan news
11/20/08	Nov-08	(1,197.35)	\$847,721	Salary	11/20 payroll	Beth
12/4/08	Dec-08	(28,100.00)	\$819,621	Expense	Maynard Rd Demo	MJ DiModica
12/4/08	Dec-08	(83.40)	\$819,538	Expense	Training/40b testify	Beth
12/4/08	Dec-08	(3,828.00)	\$815,710	Expense	Small grant	Various
12/4/08	Dec-08	(15,000.00)	\$800,710	Expense	Dutton Rd - HFH grant	HFH
12/4/08	Dec-08	(1,197.35)	\$799,513	Salary	12/4 Payroll	Beth
12/10/08	Dec-08	(1,200.00)	\$798,313	Expense	Small grant	Exterior Solutions
12/10/08	Dec-08	(911.80)	\$797,401	Expense	Dec2008 lottery	CNC, O Jornal
12/15/08	Dec-08	1,689.00	\$799,070	Fee	HOME Admin	City of Newton
12/17/08	Dec-08	4,000.00	\$803,070	Fee	VOCR #2	Trask
12/18/08	Dec-08	(1,197.35)	\$801,872	Salary	12/18 Payroll	Beth
12/22/08	Dec-08	(3,000.00)	\$798,872	Expense	WWS Feasibility	WWS
12/31/08	Dec-08	(1,197.35)	\$797,675	Salary	12/31 payroll	Beth
12/31/09	Dec-08	1,942.48	\$799,618	Interest	Nov and Dec interest	Sudbury
12/22/08	Dec-08	(6,796.40)	\$792,821	Expense	Maynard Rd Concept	Eck MacNeeley
1/2/09	Jan-09	(3,000.00)	\$789,821	Expense	Small grant	Crestwood
1/6/09	Jan-09	150.00	\$789,971	Fee	Summerfields Boxborough	lottery
1/22/09	Jan-09	(200.00)	\$789,771	Expense	Legal Fee	Paul Kenny
1/15/09	Jan-09	(1,902.10)	\$787,869	Expense	Maynard Rd Concept	Eck MacNeeley
1/21/09	Jan-09	(3,000.00)	\$784,869	Expense	Small grant	Constitution constr
1/15/09	Jan-09	(1,197.35)	\$783,672	Salary	1/15 Payroll	Beth
1/29/09	Jan-09	(1,197.35)	\$782,474	Salary	1/29 Payroll	Beth
1/31/09	Jan-09	720.41	\$783,194.74	Interest	Jan Interest	Town

**Sudbury Housing Trust
Financial Projection**

Description	FY07 Actual	FY08 Actual	FY09			FY10 Estimate	FY11 Estimate	FY12 Estimate	6 Year Total	Notes
			Current Plan	Actual	Remaining					
Carry Forward	\$0	\$158,864	\$380,364	\$380,364	\$0	\$732,624	\$554,073	\$143,272		
Revenue-fees - 712543/430000	\$35,738	\$16,328	\$26,919	\$8,519	\$18,400	\$63,449	\$42,449	\$46,149	\$232,032	
HOME Admin	\$1,738	\$1,728	\$1,669	\$1,669	\$0	\$1,669	\$1,669	\$1,669	\$10,142	
Meadows	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,000	Complete
VOCR	\$7,000	\$4,000	\$12,000	\$4,000	\$8,000	\$23,900	\$0	\$0	\$46,900	3 units FY09, 5 in FY10
Villages	\$0	\$0	\$0	\$0	\$0	\$18,300	\$19,200	\$27,900	\$65,400	4 units FY10, 6 in FY11, 7 in FY12
Commons	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Sudbury Resales	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2.5% resale fee
External Revenue	\$0	\$10,600	\$13,250	\$2,850	\$10,400	\$19,580	\$21,580	\$16,580	\$81,590	
Other	\$0	\$0	\$1,500	\$0	\$1,500	\$10,000	\$20,000	\$15,000	\$46,500	
Concord - Dunbar Way	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	
Concord - Emerson Annex	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	
Concord - Elm Brook	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	
Concord CHDC - Elm Court	\$0	\$0	\$1,500	\$1,500	\$0	\$300	\$300	\$300	\$2,400	\$300 per year 2011 - 2014
Wayland - 89OxBow	\$0	\$0	\$6,400	\$0	\$6,400	\$1,280	\$1,280	\$1,280	\$10,240	\$1,280 per year 2011 - 2014
Wayland - Wayland Gardens	\$0	\$0	\$2,500	\$0	\$2,500	\$5,000	\$0	\$0	\$7,500	
Newton - Ellis Heights	\$0	\$1,500	\$0	\$0	\$0	\$3,000	\$0	\$0	\$4,500	Delayed
Boxborough - Codman Hill Rd	\$0	\$600	\$1,200	\$1,200	\$0	\$0	\$0	\$0	\$1,800	
Boxborough - Summerfields	\$0	\$0	\$150	\$150	\$0	\$0	\$0	\$0	\$150	
CPA/Financing - 712549/497000	\$135,000	\$250,000	\$750,000	\$750,000	\$0	\$208,000	\$182,000	\$182,000	\$1,707,000	Funded 15 units @ \$114k/unit
Interest - 712548/482000	\$506	\$16,985	\$10,000	\$5,368	\$4,632	\$15,000	\$15,000	\$15,000	\$72,491	
Expense - 712557/522100	-\$11,857	-\$56,030	-\$400,660	-\$343,337	-\$57,324	-\$425,000	-\$610,250	-\$340,000	-\$1,843,797	
Admin	-\$514	-\$200	-\$1,000	-\$833	-\$167	-\$1,000	-\$1,000	-\$1,000	-\$4,714	
Small Grants	\$0	\$0	-\$24,000	-\$12,799	-\$11,201	-\$27,000	-\$27,000	-\$27,000	-\$105,000	9 grants/yr
Dutton	-\$7,941	-\$3,979	-\$15,660	-\$15,660	\$0	\$0	\$0	\$0	-\$27,580	
Other Feasibility (Washbrook, etc)	\$0	-\$11,751	-\$5,000	-\$3,000	-\$2,000	-\$10,000	-\$10,000	-\$10,000	-\$46,751	
Project - Town Owned Parcels	\$0	\$0	\$0	\$0	\$0	-\$280,000	\$0	\$0	-\$280,000	2 units, \$300k cost, \$175k sales
Project - Home Preservation	\$0	-\$22,130	-\$20,000	\$0	-\$20,000	\$0	-\$150,000	-\$150,000	-\$192,130	Place Holder
Project - 40B Buydown	\$0	\$0	\$0	\$0	\$0	-\$125,000	\$0	\$0	-\$265,000	Villages \$125k, Common \$140k
Project - Maynard Rd	\$0	-\$14,750	-\$325,000	-\$308,839	-\$16,162	\$0	-\$560,250	-\$560,250	-\$900,000	6 Unit Development @\$150/unit
Lottery/Monitoring Agent Expense	-\$3,402	-\$3,220	-\$10,000	-\$2,206	-\$7,794	-\$12,000	-\$12,000	-\$12,000	-\$52,622	
Meadows	-\$3,402	\$0	-\$3,000	\$0	-\$3,000	\$0	\$0	\$0	\$0	Cost Certification
VOCR	\$0	-\$3,095	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Sudbury - Home Preservation	\$0	\$0	-\$3,000	-\$2,206	-\$794	\$0	\$0	\$0	\$0	lottery, inspections
Boxborough - Codman Hill Rd	\$0	-\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Acton - 422 Mass Av	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Newton - Ellis Heights	\$0	\$0	-\$4,000	\$0	-\$4,000	\$0	\$0	\$0	\$0	
Salaries - 712551/511100	-\$1,523	-\$5,783	-\$34,000	-\$17,721	-\$16,279	-\$40,000	-\$40,000	-\$40,000	-\$161,306	
Capital - 712558/580000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Contributions - 712548/4831000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations - 712548/483100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total	\$158,864	\$380,364	\$732,624	\$783,195	-\$50,571	\$554,073	\$143,272	\$6,421		

**ARTICLE 16. TRANSFER LAND OFF HUDSON ROAD
TO THE SUDBURY HOUSING TRUST**

To see if the Town will vote to authorize and direct the Selectmen of behalf of the Town to execute a deed transferring a certain parcel of land located on Hudson Road containing approximately .12 acre, shown as Parcel 124 on Town Property Map 04, to the Sudbury Housing Trust for the construction of one single family house to be sold to an eligible low or moderate income first-time homeowner; or act on anything relative thereto.

Submitted by the Board of Selectmen.

SUDBURY HOUSING TRUST REPORT: See report under Article 17.

BOARD OF SELECTMEN REPORT: The Board unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 17. TRANSFER LAND OFF PINEWOOD AVENUE
TO THE SUDBURY HOUSING TRUST**

To see if the Town will vote to authorize and direct the Selectmen of behalf of the Town to execute a deed transferring a certain parcel of land located on Pinewood Avenue containing approximately .12 acre, shown as Parcel 132 on Town Property Map 04, to the Sudbury Housing Trust for the construction of one single family house to be sold to an eligible low or moderate income first-time homeowner; or act on anything relative thereto.

Submitted by the Board of Selectmen.

SUDBURY HOUSING TRUST REPORT: Article 16 and Article 17 request the transfer of two 5,000 square foot parcels of land, one located on Hudson Road and the other on Pinewood Avenue, to construct a single family home on each parcel to be sold to an eligible low or moderate income first-time homeowner.

The Town acquired the parcel on Hudson Road in 1977 and the parcel on Pinewood Avenue in 1932 through tax takings. The parcels are non-conforming lots, but have suitable soils for 3bedroom septic systems and have no wetland constraints. A 1,200 square foot dwelling, with a 24' x 30' footprint, could easily be accommodated on each parcel and would blend into the neighborhood landscape as there are many similar sized structures on similar sized lots in the Pine Lakes district.

If the properties are transferred to the Sudbury Housing Trust, a public procurement process will be conducted to award the development contracts for construction of the homes.

The homes would be sold to eligible purchasers selected from a lottery held for this purpose, and one unit would be reserved for a household with Sudbury affiliation. Affordable housing deed restrictions will be placed on the properties in perpetuity to preserve the land and the homes for this public purpose.

The parcels have no municipal benefit aside from housing, and have been reserved for that purpose. The Sudbury Housing Trust, now in its third year of operation, is well positioned to manage these projects to a successful outcome. Building affordable housing on existing municipal land is fiscally responsible, and conserves the Sudbury Housing Trust funds.

BOARD OF SELECTMEN REPORT: The Board unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

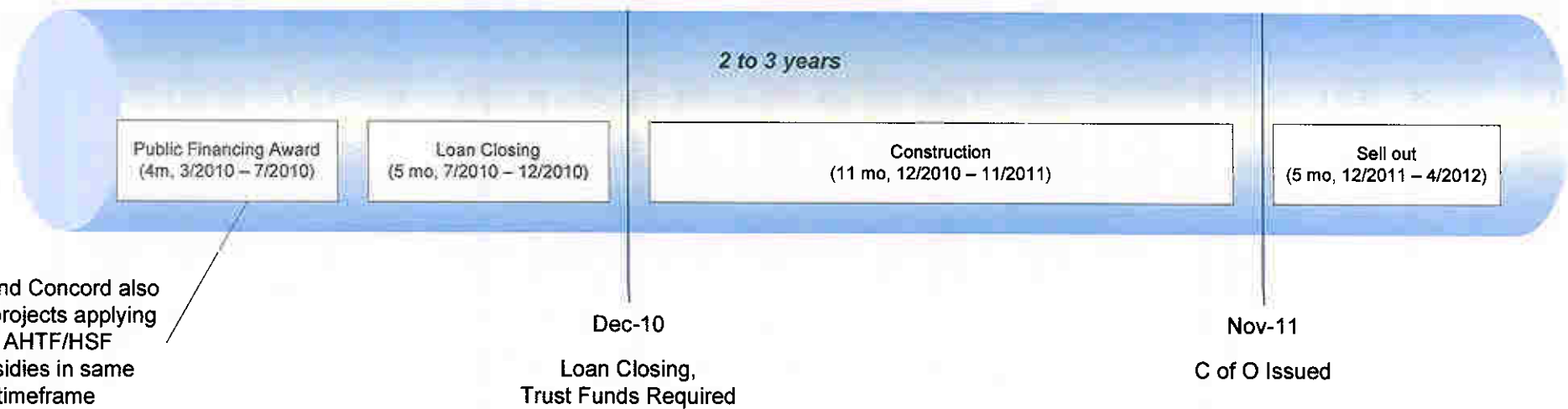
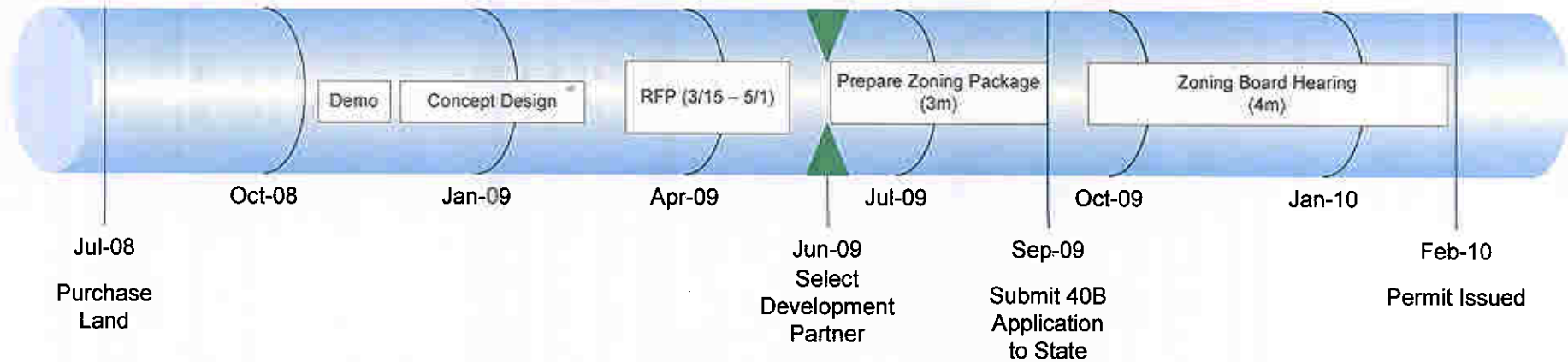
Small Grant Submissions - Life of Program

Grant ID#	Awarded	Household Information	Senior?	Income	AMI (<100%)	Assessment (<\$625k)	Work Description	Amount requested	Grant Cycle	Status
2008.05, #1	Yes	Household of 3: ages 46, 15, 13	No	\$20,979	27%	\$452,600	steps, rotted wood, gutters	\$3,145	May-08	Active
2008.05, #2	Yes	Household of 1: ages 70	Yes	\$12,445	21%	\$310,700	rotted gutter, facia, siding	\$3,500	May-08	Not started
2008.09, #1	Yes	Household of 2: ages 77, 20	Yes	\$17,049	25%	\$532,000	Most of new boiler	\$3,000	Sep-08	Complete
2008.09, #3	Yes	Household of 2: ages 85, 79	Yes	\$0	0%	\$422,800	Roof repair	\$3,000	Sep-08	Complete
2008.09, #5	Yes	Household of 3: ages 72, 71, 42	Yes	\$23,461	30%	\$436,100	Porch roof, locks, grab bar	\$2,550	Sep-08	Complete
2008.09, #6	Yes	Household of 3: ages 75, 57, 52	Yes	\$36,481	47%	\$435,100	Front roof repair	\$3,200	Sep-08	Complete
	No	Household of 3: ages 32, 5, <1	No	\$55,090	71%	\$314,300	Reimbursed costs for radon mitigation, Lock, paint. Estimate for new window	\$2,826	Sep-08	
	No	Household of 4: ages 37, 36, 13, 3	No	\$69,807	81%	\$395,300	2 windows, insulation	\$3,100	Sep-08	
										To-Date
2009.01, #1		Household of 3: ages 30, 29, < 1	No	\$51,145	66%	\$368,800	Floors in 2nd floor, Gutters	\$3,099	Jan-09	

100% AMI Income Limits 2008:
 HH1 \$60,060; HH2 \$68,600; HH3 \$77,200;
 HH4 \$85,800, HH5 \$92,700, HH6 \$99,500

FY 2009 Budget = \$24,000
 Three Grant cycles:
 Due Award
 Jan Feb
 May June
 Sept Oct

MAYNARD ROAD – TIMETABLE



SHA and Concord also have projects applying to AHTF/HSF subsidies in same timeframe

Town of Sudbury - 278 Maynard Road

Lender Summary
6.17.08 - updated 7.17

6 Unit Scenario

4- 2BR, 2 - 1BR

Residential Program

	1 BR	2 BR	3 BR	Total
0.0% 135% AMI HO	0	0	0	0
0.0% 110% AMI HO	0	0	0	0
33.3% 100% Ami HO	1	1	0	2
66.7% 80% AMI HO	1	3	0	4
Total Units	2	4	0	6
			Total GSF	7,300
			Saleable NSF	7,300
			Efficiency	100.0%

Sales Assumptions

	1 BR	2 BR	3 BR
100% AMI	\$184,433	\$211,935	NA
80% AMI	\$143,493	\$164,692	NA
Percentage Income to Housing	33.00%		
Condo Minimum Fee - 80% AMI Units	\$116	\$138	\$0
Condo Minimum Fee - 100% AMI Units	\$150	\$177	\$0
Residential Tax Rate per Thousand (assume 2010)	\$13.30		
PMI per Monthly Payment	0.78%		
Downpayment Percentage	5.00%		
Mortgage Rate	7.25%		
Affordability Window	90.00%		

Finance Assumptions

	Rate	Term (mos)	DSC
Construction Loan	7.00%	16	
HOME/HSF	4 units @ \$50k per 80% AMI Unit		
AHT	2 Units @ 50k per 110% AMI Unit		
Town of Sudbury CPA	\$150,000	per Unit	

Development Schedule

Acquire Land		1-Sep-08
Submit Zoning	5.1	1-Feb-09
Zoning Approval	4.0	1-Jun-09
Public Finance Application	0.0	1-Jun-09
Public Finance Award	3.1	1-Sep-09
Construction Loan Closing	5.1	1-Feb-10
Substantial Completion	9.6	15-Nov-10
Sell Out Complete	5.0	15-Apr-11
Project Duration in Years	2.7	

Permanent Sources of Funds

		Per Unit
Ownership		
State AHT	\$300,000	\$50,000
State HSF	\$200,000	\$33,333
Town of Sudbury - Land Acquisition	\$287,500	\$47,917
Town of Sudbury - Development Cost	\$612,500	\$102,083
Residential Sales Proceeds	\$1,033,937	\$172,323
Total Sources	\$2,433,937	\$405,656
Surplus / (Gap)	\$19	

Construction Uses of Funds

Acquisition	\$287,500	\$47,917
Construction Buildings	\$993,000	\$165,500
Sitework	\$340,000	\$56,667
Green Premium (PV and Energy Star)	\$0	\$0
Construction Contingency	\$65,025	\$10,838
A/E	\$129,500	\$21,583
Survey/Geo/Environmental	\$20,000	\$3,333
Approval Fees/Utility Fees/Traffic	\$62,256	\$10,376
Construction Testing	\$5,000	\$833
PM/Preconstruction	\$0	\$0
Clerk of the Works	\$0	\$0
Appraisal/Market Study	\$7,500	\$1,250
Legal	\$101,700	\$16,950
Accounting/Insurance	\$28,500	\$4,750
Finance Fees	\$40,406	\$6,734
Construction Period Interest	\$43,425	\$7,238
Marketing	\$18,000	\$3,000
Real Estate Taxes	\$6,469	\$1,078
Reserves	\$22,500	\$3,750
Contingency	\$23,137	\$3,856
Developer Overhead and Fee	\$240,000	\$40,000
Total Development Costs	\$2,433,918	\$405,653
Developer TDC per Unit	\$405,653	

Operating Assumptions

Insurance	\$3,800
Common Electric	\$500
Garbage	\$0
Snow Plow	\$1,500
Landscape/Grounds	\$500
Septic Maintenance	\$1,750
Legal/Audit/Misc.	\$1,000
Capital Reserve	\$1,250
Annual	\$10,300
Monthly	\$858
Average Monthly per Unit	\$143



Sudbury Housing Trust
Notice of RFP

**Disposition of Municipal Owned Property at
278 Maynard Road
Sudbury, Massachusetts**

March 13, 2009

RFP Table of Contents

Section 1: RFP Introduction	2
Section 2: Instructions to Proposers	3
Section 3: Project Introduction	3
Section 4: Property Description/Site Characteristics	3
Section 5: Zoning and Permitting Description	4
Section 6: Sudbury Housing Trust Goals and Guidelines.....	4
Section 7: Site Control and Title Considerations.....	5
Section 8: Project Scope.....	5
Section 9: Proposal Submission Requirements.....	5
Section 10: Acceptance or Rejection of Proposals.....	6
Section 11: Minimum Qualifications of Developer	6
Section 12: Comparative Evaluation Criteria	7
Section 13: Final Selection and Award of Contract.....	8
Section 14: Appendix.....	9
Property map	9
Conceptual Site Plan	9
Elevations	9
Floor Plans.....	9

Section 1: RFP Introduction

The Sudbury Housing Trust (the "Trust"), an agent of the Town of Sudbury, Massachusetts, is soliciting proposals for the construction of a multi-unit affordable housing development on an unimproved parcel at 278 Maynard Road in Sudbury, Mass (Town Assessor's map E07-400).

This parcel of land is owned by the Sudbury Housing Trust which has the sole purpose to provide for the preservation and creation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households. The Trust intends to convey the property to the successful responder for the construction of a multi-family affordable structure/s which will be sold to first time homebuyers.

The purpose of this RFP is to select a developer with experience in constructing affordable housing.

Applicants should submit responses to this RFP on or before

Friday, May 1 2009 1 pm to:

Sudbury Housing Trust
Attention: Beth Rust
Office of Planning and Community Development
278 Old Sudbury Road
Sudbury, MA 01776

Michael Fee, Chairman, Sudbury Housing Trust

Section 2: Instructions to Proposers

The RFP may be obtained from the Department of Planning and Community Development [Monday through Friday, between 8:00 a.m. and 3:30 p.m.]. In addition, RFP's will be mailed to interested parties by calling the Department of Planning and Community Development at (978) 639-3387 and requesting a copy.

Questions regarding this RFP may be directed to the Project Manager, Community Housing Specialist, Beth Rust, 278 Old Sudbury Rd., Sudbury, MA 01776, e-mail: rustb@sudbury.ma.us, phone (978) 639-3387.

Requests for interpretation or supplemental information must be made in writing via e-mail and must be received by the Project Manager by e-mail no later than April 17, 2009. Property information referenced below may be reviewed in the office by previous appointment. Any interpretation or supplemental information provided to proposers will be issued in the form of written addenda to the RFP and will be sent by e-mail to all persons on record as having received the RFP no later than April 20, 2009.

Proposals must be received by the Planning and Community Development Office, 278 Old Sudbury Road, Sudbury, MA 01776 in accordance with the instructions in Section 9 below.

Regardless of the cause of delay, no proposals that are received after the terminal time shall be given any consideration. The responsibility for assuring the receipt of proposals before the specified closing time is incumbent upon the proposers.

Section 3: Project Introduction

The Trust invites qualified development organizations to submit proposals to complete development of multi-family affordable homeownership units on the parcel at 278 Maynard Road.

The Trust is prepared to significantly collaborate with the Developer during all phases of the project and accepts responsibility to the community for the project success.

The purpose of this RFP is to select a developer who can demonstrate the experience and capacity necessary to develop the project in conformance with the Sudbury Housing Trust's Goals and Guidelines detailed in Section 6 below and best meets the Minimum Evaluation Criteria described in Section 11 below.

Section 4: Property Description/Site Characteristics

Location and Site Information: The property consists of an unimproved parcel of land located at 278 Maynard Road at the northwestern corner of Marlboro Road. The property is 0.97 acres and contains ~ 42,178 square feet. It has 180 feet of frontage on Maynard Road, and the parcel map is included below. The existing house, slab and garage have been demolished and removed.

The parcel has been surveyed by the Trust and is staked. A topographical survey has also been completed.

Public water is available at the Property.

Environmental Review: The property will be conveyed "as is". The Trust has completed a Phase I Environmental Site Assessment for soil, water and asbestos has found no contamination.

Septic and Soils: The Town has no public wastewater facilities. The property has been tested for on-site septic and witnessed by the Sudbury Board of Health, with a preliminary design of primary/expansion systems installed in the front of the parcel on Maynard Rd, supporting up to 10 bedrooms. All development should retain a 60' buffer from the road for this.

Section 5: Zoning and Permitting Description

It is expected that the zoning relief required for building on this parcel will be obtained through a Comprehensive Permit under M.G.L. c 40B to provide the exception to allow for the construction of multi-family dwellings, which is not an allowed use in local bylaws. While the 40B application enables relief from the setback, parcel size and other local zoning bylaws, it is expected that the developer will conform to as many as those requirements as possible.

The current zoning requirements in Sudbury for residential buildings include:

- 40,000 square feet
- 180 feet of frontage
- 20 feet side yard setback
- 30 feet rear yard setback
- 40 feet front yard setback.

In conformance to standard procedure, the Developer will be prepared to apply for the 40B permit through the DHCD LIP program or MassHousing, and once a site eligibility letter has been received, will apply to the Sudbury Zoning Board of Appeals for a Comprehensive Permit.

The Trust is prepared to assist the Developer in the submission of the Site Eligibility material, and in attendance at the Zoning Board hearings.

Section 6: Sudbury Housing Trust Goals and Guidelines

The Trust has the following requirements for the housing units developed on the parcel.

1. The Trust is open to the construction of up to 6 units of housing for sale to households earning up to 100% of the Area Median Income (CPA eligible) with two of the units will be sold to households earning between 80% and 100% of the Boston AMI, and four of the units will be reserved for households under 80% of the Boston AMI, to be further defined in the executed Regulatory Agreement.
2. The Trust prefers a design consistent with the drawings and concepts included below. These plans will include open-air parking, with '#BR+1' spaces per unit. The current thinking includes design of two structures, each with two 2BR units bookending a 1BR unit. The Town is interested in providing at least 25% of the units as 1 Bedroom.
3. The Trust requires upgraded materials (hardiplank) and design features (window trims, elevation detail) to be used so to blend in well with the neighborhood. These upgrades should be included in the baseline project budget.
4. The Trust is interested in exploring green building designs especially those which will reduce on-going utility and other expenses in the future (including solar photovoltaic panels), and would like to see these features as a an optional 'green' package.
5. The Trust prefers a transparent buyer selection process, and has experience as Lottery Agent, and is eager to work with the developer in the buyer selection process. The Trust requires a certificate from a certified first-time home buyer class for all affordable housing homebuyers in Sudbury.

6. The Trust requires that each unit is CPA eligible, and each unit have a perpetual deed restriction that survives foreclosure. The Town is interested additionally in 'counting' units on the Subsidized Housing Inventory.
7. The Trust is prepared to fund a portion of the project and expects that these local funds will be used to leverage state and public funds.

Section 7: Site Control and Title Considerations

The Trust purchased the parcel in August 2008 in a private sale and is the holder of the deed.

The Trust will execute a Purchase and Sale Agreement with the developer upon the following:

- a. Design and site plan approved by Trust
- b. Unit mix and Buyer selection process approved by the Trust
- c. Project budget and schedule approved by the Trust.

The Trust will close with the Developer upon completion of the following:

- a. Issuance of the Comprehensive Permit by the Sudbury Zoning Board
- b. Issuance of the Final Approval letter by the Subsidizing Agency
- c. Securing (closing) on all project funding.

Section 8: Project Scope

The overall project includes the construction of multi-family units of deed restricted housing, and the sale of those homes to selected and qualified households. This will include many tasks and details including the securing of a Comprehensive Permit, the securing of construction funds and public financing, the construction of the development, the sales to selected and eligible household and other community outreach aspects.

The Trust intends to collaborate and support the Developer through the project and to assist insuring that the Project is successful in every way.

Section 9: Proposal Submission Requirements

Each final proposal must include a sealed Proposal clearly marked "RFP: 278 Maynard Road" along with the proposing developer's name and address, and eight (8) copies of the proposal.

All Proposals shall include, as a minimum, the following information:

1. Name and address of lead developer.
2. Name of contact person, including phone, fax and email information.
3. Name and address of all partners, officers, and directors and any other person with an ownership interest greater than 5% of all firms working on the project.
4. Names of any Town officials or employees who are related to any of the partners, officials or directors of any firm working on the project, or others who have any ownership interest in the firm.
5. Names and resumes of development respondent who will be assigned to work on the project including any registrations and certifications.
6. Demonstration that the proposal meets the Minimum Criteria in Section 11 below.

7. Demonstration that the proposal meets the Comparative Evaluation Criteria in Section 12 below.
8. Project Budget, including the sources and uses of funds, with an optional 'green' package.
9. Buyer selection marketing plan and determination description.
10. A list of recent similar projects, including a brief description of the project, location, costs, and date services provided. Identify projects as completed or underway. Photographs or other visual representations of recent projects should be included where possible.
11. Contact name, phone number, email address and project name for up to 3 references for similar projects.
12. Proposed scope of the project and list of tasks to be completed, proposed timetable and schedule for completion of the Project.
13. Other information which will document the respondent's capabilities and qualifications for the project.

Section 10: Acceptance or Rejection of Proposals

The Trust reserves the right to accept or reject any or all proposals, to waive minor informalities, and to make awards as may be deemed to be in the best interest of the Town. Those who enter into contractual obligations with the Town must not discriminate against qualified, handicapped individuals in their employment decisions. The Town will evaluate the proposals submitted and either accept one proposal or reject all of the proposals.

Proposal corrections, modifications, or withdrawals may be submitted until the proposal deadline; any such shall be in writing in a sealed envelope appropriately labeled and delivered as indicated above.

The Town reserves 45 days from the proposal deadline to make an award if it is in the best interests of the Town to do so.

No more than one proposal from the same developer, whether or not the same or different names, shall be considered. Reasonable proof for believing that any consultant is interested in more than one proposal for the work contemplated shall cause the rejection of said proposals made by him, directly or indirectly.

Material submitted in response to this RFP will not be considered confidential under the terms of the Massachusetts Public Records Law.

Section 11: Minimum Qualifications of Developer

The Town is seeking a non-profit development organization for the construction and sale of multiple affordable homes in Sudbury. The minimum qualifications must include:

1. Respondents must have prior experience in completing similar projects.
2. Respondents must be associated with an organization that provides affordable housing or other social benefit.
3. Respondents must have experience with acquiring and receiving loans from public subsidizing sources, including the State Affordable Housing Trust Fund or the State HOME funds.

4. Respondents must have prior experience developing multi-family housing.
5. Respondents must have prior experience with conducting community outreach.

Section 12: Comparative Evaluation Criteria

In general, respondents must be responsive to the requested information set forth in the RFP. Respondents submitting proposals deemed to be non-responsive shall be given a ranking of Unacceptable.

Specifically, the proposals will be evaluated and rated according to the following criteria:

- I. The respondent includes all the required skills listed in Section 11:
 - Highly Advantageous: The respondent includes more than the minimum required qualifications if shown to be appropriate, either in personnel or prior experience in similar projects.
 - Advantageous: The respondent includes all of the minimum required qualifications.
 - Not Advantageous: The respondent includes less than the minimum required qualifications.
- II. The respondent is experienced and highly qualified:
 - Highly advantageous: Respondent has an average of 10 or more years experience.
 - Advantageous: Respondent has an average of 5-10 years experience.
 - Not Advantageous: Respondent has an average of less than 5 years experience.
- III. The respondent is experienced with similar projects:
 - Highly Advantageous: The respondent has experience with 5 or more similar projects.
 - Advantageous: The respondent has experience with 3-5 or more similar projects.
 - Not Advantageous: The respondent has experience with less than 3 similar projects.
- IV. Presentation skills of the respondent:
 - Highly Advantageous: The respondent demonstrates extensive experience in public presentation with visual presentation materials and physical plans.
 - Advantageous: The respondent demonstrates some experience in public presentation with visual presentation materials and physical plans.
 - Not Advantageous: The respondent demonstrates little or no experience in public presentation with visual elements and physical plans.
- V. Quality of the References provided:
 - Highly Advantageous: The work of the respondent is deemed excellent by all of their 3 references.
 - Advantageous: The work of the respondent is deemed good or excellent by at least 2 of their 3 references.
 - Not Advantageous: The work of the respondent is deemed good or excellent by 1 reference, or deemed poor by any reference.
- VI. Readiness to Proceed and Complete Project Within Time Frame and Scope:

Advantageous: Respondent able to begin upon execution of contract (within two weeks of notice to proceed) and complete entire scope within the projected time frame.

Not Advantageous: Unable to begin within 60 days of notification to proceed, or unable to complete entire scope of project.

Section 13: Final Selection and Award of Contract

The Trust will review and rate the proposals received, and may select the most highly advantageous proposals for interviews. After the interviews have been conducted, the Trust will recommend the contract award. Said recommendation shall include the compiled scores for each firm's proposal, a copy of the proposal and the Interview results.

The contract award, if any, will be made by the Trust upon determination of the most advantageous proposal from a responsible, qualified and responsive respondent, taking into consideration all evaluation criteria set forth in the RFP.

The developer selected for the work will need to provide certification of insurance coverage and will be required to indemnify and hold the Town of Sudbury harmless.

Section 14: Appendix

Property map

[Include scan of parcel map by S&C]

Conceptual Site Plan

[From Eck]

Elevations

[From Eck]

Floor Plans

[From Eck]