

# Town of Sudbury

*Sudbury Housing Trust*

Flynn Building  
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## **SUDBURY HOUSING TRUST MEETING MINUTES**

Wednesday, November 28, 2012

7:30 p.m.

Flynn Building, Silva Room, 278 Old Sudbury Road

Present: Michael Buoniconti, Chairman; Peter Abair; Peter Crowe; Andrew Kaye; Amy Lepak; Robert Morrison; Lydia Pastuszek; and Beth Rust, Community Housing Coordinator

Not Present: Daniel Hewett and Larry O'Brien

Sudbury Housing Trust Chairman Michael Buoniconti called the meeting to order at 7:30 p.m.

Mr. Buoniconti asked whether any members had any new news to share. No announcements were made, however Mr. Buoniconti reported that he and Ms. Rust had attended a Finance Committee (FinCom) meeting on November 19, 2012 to present an overview and status update on the Sudbury Housing Trust and its project at 278 Maynard Road. Mr. Buoniconti felt that the SHT's outreach goal had been met and noted that Jim Rao, FinCom Chairman, said that the update was good and should perhaps be given annually. The SHT members agreed to plan for an annual update to the FinCom in November.

Next on the agenda was approval of minutes and ratification of financial transactions. Draft minutes and financials were not yet available for review so no action was taken on these items.

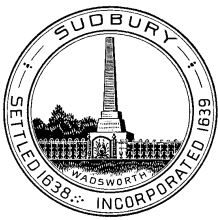
Ms. Rust then provided an update on the FY13 Home Preservation Program. A draft notice of an RFP was circulated. The RFP is required for 30B procurement and allows a formalized process for brokers to sell homes. Ms. Rust said that the RFP would go out to the public in January 2013. There were a few questions related to some terminology used in the RFP, however all agreed that the RFP was fine as drafted.

Ms. Rust explained that once issued the RFP could be advertised or sent to anyone who has a property for sale. The SHT can also solicit information to prospective sellers. She said that the goal is to make the process easy for applicants. If property owners submit their applications by January 4, 2013 then the SHT can take its time reviewing properties. The timing works for the Sudbury lottery which will be held on January 31, 2013.

Ms. Pastuszek said that the Sudbury Housing Authority also has to go through this process for their rental properties. She asked if she could share the SHT's RFP with the Housing Authority so that they could use it as a sample. The SHT agreed to this.

Ms. Rust said that average home prices were in the \$350,000 to \$375,000 range. The purchase subsidy would therefore be \$175,000. She said that research shows that there are houses in Sudbury available for that price.

Ms. Rust then provided an update on the 278 Maynard Road project. A Request for Services was issued in October 2012 to which Davis Square Architects responded. Davis Square Architects is based in Somerville and they have experience with designing affordable projects. The SHT was in receipt of their fee proposal which Ms. Rust said had been revised to include a redesign and reconfiguration of the



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basement and new construction numbers. Another RFP for a new bid would have to be sent out. She felt that the SHT did not need to vote on this proposal at this point in time as it meets the SHT's needs.

Mr. Buoniconti said that the site will require some redesign due to the slope of land. Construction drawings were to be included. Potential tasks as defined by Davis Square Architects could include 1) revising architectural drawings and specifications; 2) meeting with project engineers to discuss drawing revisions to achieve savings; 3) after making revisions re-opening the bid process and seeking new bidders; and 4) meeting with town officials to review and revise the Comprehensive Permit. The deliverable would be a memorandum with drawings and specs and a thorough review of existing plans.

The question was asked whether the SHT can entertain bidders on its own. The answer is yes. At this point Davis Square Architects has been the only responder to the RFP. Ms. Rust will follow up with Davis Square Architects.

Mr. Crowe asked whether the SHT would be going about the project in the same manner as the original plan. Ms. Rust said that the SHT needs an LLC due to the 40B aspect of the project. She said that in the bidding process the SHT could entertain bids from any of the bidders or builders who originally submitted proposals prior to the SHT's selection of NOAH, Inc. Ms. Rust said that she felt her role was to ensure that the SHT was getting its money's worth throughout the project so her affordable expertise would be utilized.

Next the SHT reviewed contract proposals in Boxborough and Lincoln for lottery agent services. All voted to proceed with lottery agent services. Mr. Kaye pointed out that the revenue obtained through lottery work far outweighs Ms. Rust's salary, a point that is not well-known by the general public.

Motion duly made and seconded, unanimous:

VOTED: To accept the Boxborough and Lincoln lottery agent contracts.

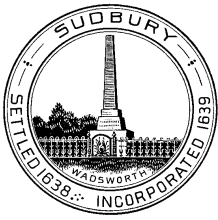
Ms. Rust announced that a new contractor, Karen Margolis, had been hired in the last month to work on both the Regional Housing Services Office and Sudbury Housing Trust projects. Ms. Margolis will work approximately eight hours for the SHT and twenty-four hours for the RHSO per month. In addition to a variety of other tasks one of Ms. Margolis' goals is to help with marketing of lotteries and to create a brochure to further promote outreach efforts. Mr. Buoniconti suggested that the SHT meet Ms. Margolis at the next SHT meeting.

Next, S.2399, Enabling Statutory Covenants for Affordable Housing, was discussed. Ms. Rust said that there is very little to no enforceability of affordable housing violations so she supports this bill as positive and noncontroversial legislation. She said that the DHCD and CHAPA endorse this legislation. She said that the Sudbury Planning Board may also be taking up this issue as well. The SHT discussed writing a letter of support. Ms. Rust will write a draft letter to be reviewed by Mr. Buoniconti.

Motion duly made and seconded, unanimous:

VOTED: To support this legislation with a letter to be drafted by Ms. Rust and approved by Mr. Buoniconti.

Ms. Rust noted that a representative from the SHT will need to attend an upcoming meeting of the Community Preservation Committee to present the SHT's proposal for FY14 CPA funds. Mr. Buoniconti



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said that he would attend. Ms. Pastuszek said she could attend in the event that Mr. Buoniconti could not.

Ms. Rust announced that this year's Affordable Housing Roundtable would potentially be held on December 13 at 7:30 in the Sudbury Town Hall. The theme would be "Should Sudbury get to 10%, and if so, how?" She said that it is a State mandate that towns should have 10% of their housing stock be affordable but that begs the question as to whether Sudbury should meet this goal. With all of the discussion on recent development proposals such as Johnson Farm and the Melone property the town should develop an answer to this question and proceed to define steps to meet the 10% or not. She said that at present Sudbury is at 5.8% and to get to its 10% Sudbury needs approximately 290 units of affordable housing. Questions about whether the town should develop several smaller developments with a few units or up to two large developments of solely affordable units could be discussed at the meeting. There was discussion about what some of the surrounding towns such as Concord and Lincoln had done to reach their 10% and whether it would be feasible to invite representatives from other towns to share their stories. It was agreed that perhaps other towns could be invited to a future meeting as the conversation progresses. The Roundtable session will be open to the public. A facilitator will be needed to run the program.

Board members then discussed how the SHT could most effectively reach out to the community to share information on the work of the Trust. Aside from posting reports and other news stories on the Town's web site, as is already being done, members discussed publishing regular updates in the print and on-line versions of the *Sudbury Town Crier* and on SudburyPatch.com. Establishing a Facebook page similar to those maintained by other Town Departments could be another vehicle. Additionally information could be posted on Sudbury TV. Trust members agreed to write articles on a rotating basis. Mr. Abair agreed to write the first piece on the Small Grant Program.

Mr. Buoniconti then posed the question about whether the SHT wanted to establish an Associate position for the board. The Associate position would be non-voting but the member would participate in Trust meetings and lend any expertise to the conversation. Some members felt that this would be a good addition and some pointed out that SHT meetings are already open to the public so anyone who wanted to attend could do so at any time and the SHT's charter would not have to be revised.

Lastly, Ms. Rust announced that there would be no meeting held in December. The Board then discussed preferences for future meeting times with the morning being largely favored by most members. It was agreed that the next meeting at a date to be determined in January would be held at 8:00 a.m. in order to accommodate the majority of members needing to schedule around work commitments.

There being no further discussion, the meeting was adjourned at 9:05 p.m.