

Town of Sudbury

Sudbury Housing Trust

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SUDBURY HOUSING TRUST MEETING MINUTES

Friday, November 22, 2013

8:00 a.m.

Flynn Building, Silva Room, 278 Old Sudbury Road

SHT Members Present: Michael Buoniconti, Chairman; Peter Abair; Peter Crowe; Daniel Hewett; Andrew Kaye; Amy Lepak; Robert Morrison; and Lydia Pastuszek Regrets: Larry O'Brien Staff Present: Jody Kablack, Director of Planning and Community Development; Dan Gaulin, Housing Consultant; and Leonardi Aray, Housing Consultant

Mr. Buoniconti called the meeting to order at 8:00 a.m. Ms. Kablack introduced newly hired Housing Consultant Leonardi Aray. Mr. Aray is an architect and community planner and has experience with affordable housing trusts, with identifying available land for the purpose of building affordable housing, and developing other programs such as buy-down programs to provide grants for low-income households to purchasing housing. Ms. Kablack explained the various work assumed by both the Sudbury Housing Trust and Regional Housing Services Office and the staff who administers the work, including housing consultants Mr. Aray, Dan Gaulin and Karen Margolis, and also Sally Hild and Shawna Risotti in the Planning Office who answer the phones and provide general administrative assistance.

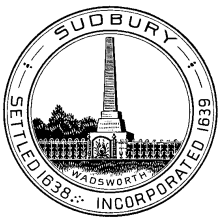
Minutes from the September 27, 2013 meeting were reviewed and approved with no changes.

The Board then reviewed the Financial Transactions for the months of September and October 2013 and they were unanimously approved.

Ms. Kablack explained that an independent financial audit was conducted by Borgatti Harrison & Co. Mr. Buoniconti suggested that the audit be reviewed for clarity and perhaps footnotes could be added with an explanation. The audit will be posted as a document on the Housing Trust's web page. There was a question from the Board about item two on page seven of the audit report with the header, "Due To/From Town of Sudbury." Ms. Kablack said that she would ask the auditor about this item and e-mail the Board. A typo was also discovered on the revenues header date (2013) on page four.

Next on the agenda was a vote to accept the Resale Agent Services contract for 95 Conant Street, Unit 319, in Concord, for a single resale unit. Ms. Kablack noted that another resale contract was also available for a single unit in Concord on Walden Street in a development the Trust has worked with before and she asked whether the board would vote to ratify that contract as well. The Town of Concord is the Monitoring Agent for these units. A motion was made to accept the re-sale agent services agreement for both units and was unanimously approved by the Board. Ms. Kablack then gave a brief explanation of the resale process. She said that the SHT has been very successful in getting interest in the resale units.

Ms. Kablack said that the Regional Housing Services Office is successful with monitoring of units so none are lost from the affordable housing inventory. She said that the Sudbury model has now been used elsewhere to create regional services.



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Ms. Kablack said that she, Mr. Aray and Mr. Gaulin had created a schedule of tasks and their status that would get the Maynard Road project up and running again. She reminded the Board that in June 2013 an RFP was developed and outline specifications were produced by Davis Square Architects and reviewed by the Housing Trust. Several comments came out of the review process. Mr. Hewett, Mr. Morrison, and a local builder reviewed the specs. There are still a few issues to work through. Decisions need to be made on whether to standardize the deductions and add-ons, with three items standing out that included 1) specification for gypsum board; 2) central air conditioning; and 3) exterior siding. Jim Kelly will also review and comment. There will be a base specification with an add. Ms. Kablack said that the issue of seven bedrooms was brought before the Zoning Board of Appeals and the ZBA seemed agreeable to granting that modification. Mr. Morrison said that from past information sessions the neighbors clearly wanted to see the financials of the project so that they could understand the economics of the seventh bedroom. The Board then discussed issues with the seventh bedroom. The Board discussed putting something in the RFP that the developer would show two budgets for either a six or seven bedroom project. The figure of \$32,000 was discussed as the difference in sources of income should the development have only six bedrooms. Whatever the choice, the floor plan may stay the same but the room use would be different. A proposed parking plan should be presented to the neighbors as well.

Looking at the project schedule and considering outreach, the RFP packet would be completed in mid-December to January 2014. When the packets go out there would be some PR around that. The Housing Trust can engage the neighborhood through a question and answer session. Mr. Buoniconti suggested setting up a subcommittee for the project to follow the process and including a neighbor representative on the subcommittee. All agreed that keeping the neighborhood apprised of the plans was a priority. It was agreed that the December meeting of the Sudbury Housing Trust would provide an update on the Maynard Road project. Another meeting will be held with the Housing Trust so that members could see the final RFP product.

Ms. Pastuszek gave an update on where things stand with the proposal to Regionalize Housing Authorities. She said that there is much opposition to the bill because it would eliminate good local housing authority boards. She opined that it was likely that the legislation would fail. The Sudbury Housing Authority has written a letter of opposition along with the Sudbury Board of Selectmen. She asked whether the Sudbury Housing Trust would sign a letter to support the SHA's position. Ms. Kablack said that she would draft a letter and send it around for signatures. A motion was made for the Housing Trust to write a letter to the Joint Committee on Housing. The Board unanimously approved.

Ms. Kablack said that the Community Preservation Committee would hold a meeting on November 20, 2013 where the SHT could request CPA funds for FY15. She said that there were several requests this year and it is anticipated that the requests would exceed revenue.

Next Ms. Kablack said that the Selectmen had defined their goals and one of them was to make meaningful progress toward the 10% requirement for affordable housing. Proposed development at the Melone property may be one way to reach the goal. The Board discussed whether there was merit in holding a charette about the Melone Property.

The next meeting of the Housing Trust will tentatively be Friday, December 13, 2013 at 8:00 a.m. at the Flynn Building. There being no further discussion, the meeting was adjourned at 9:25 am.