



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
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SUDBURY HOUSING TRUST MEETING MINUTES

Friday, September 27, 2013
8:00 a.m.

Flynn Building, Silva Room, 278 Old Sudbury Road

Present: Peter Crowe, Vice Chairman; Peter Abair; Robert Morrison; Larry O'Brien; and Lydia Pastuszek

Staff Present: Jody Kablack, Director of Planning and Community Development; Dan Gaulin, Housing Consultant; and Karen Margolis, Housing Consultant

Mr. Crowe called the meeting to order at 8:15 a.m.

Housing Consultants Dan Gaulin and Karen Margolis introduced themselves to the Trust members and explained their roles in staffing the Regional Housing Services Office and Sudbury Housing Trust. Each gave a synopsis of their activities over the last several months and explained current projects. The Board thanked them for their efforts. Mr. Crowe said that it is a source of pride for the Board to have an operation that is revenue generating and essentially funds the positions that operates most of the projects in which the Housing Trust is involved. Ms. Kablack clarified that the Town's CPA funds do pay for Sudbury's portion of the Regional Housing Services Office fees. There are no other Town budget funds going into that operation.

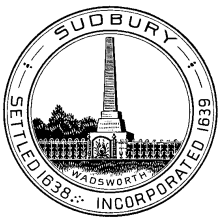
With a quorum present the minutes of the regular session on June 21, 2013 were updated to reflect a few minor changes and then were unanimously approved by a vote of the Board.

The Board then reviewed the Financial Transactions for the months of June, July and August, 2013 and unanimously approved.

Next on the agenda was a vote to accept the Resale Agent Services contracts for two properties, one at 1249 Elm Street in Concord and the second at 46B Indian Camp Lane, Battle Road Farm in Lincoln. These are single-sale resale properties that the Trust routinely assists other municipalities with (particularly those within the RHSO). Fees for the services are paid by either the Monitoring Agent or the seller, as specified in each affordable deed rider, and are typically about 2% of the purchase price.

A motion was made and seconded to ratify the contract previously signed by the SHT Chairman for 1249 Elm Street in Concord, and to approve and authorize the SHT Chairman to sign the 46B Indian Ridge Contract. The vote was unanimously approved.

Mr. Morrison gave an update on the status of the Home Preservation unit at 8 Eddy Street. He said that he, Ms. Pastuszek, and Ms. Lepak are working through the list of repairs at the property as authorized previously by the Trust and they are in the process of obtaining price quotes. In doing this however, the new owner has suggested other repairs. For example, instead of replacing the boiler the homeowner would like to instead upgrade and replace the existing dishwasher and some other kitchen items. The Trust would have to vote to allow the change in use of the allocated funds for repairs or not allow the change. Mr. Morrison recommended that the Trust decline this proposed change because the repair list was created to address the home's infrastructure needs and he thinks that the Trust should stay with that mission. In addition Mr. O'Brien said that the owner knew about these terms prior to move-in.



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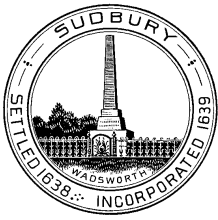
In regard to the boiler, the scope of work was to obtain two boiler options with the ultimate goal of making the boiler more efficient. They obtained three quotes, however one was unqualified. Of the two remaining options available, standard efficiency versus premium efficiency, he said that he was hoping to fit the higher quality boiler into the available budget, but it does not look likely. The lower efficiency option might fit the needs better. The cost difference between the two are a few thousand dollars more so it is not possible to stay on budget. Ms. Pastuszek said that perhaps a program for older boiler replacements that is funded through MassSave could be utilized. The Homeowner is willing to participate in MassSave. Ms. Kablack noted that the boiler is functioning at reasonable efficiency but this should be taken care of with winter coming. Mr. O'Brien asked about the pipes and sill work noted in repair list. Ms. Pastuszek said that changing and moving pipes so that sill work can be done on the house are part of the plumber's quote and anticipated boiler work.

The Board voted unanimously to stay with original agreed upon repair list as signed by homeowner. Mr. O'Brien suggested that Mr. Morrison and Ms. Pastuszek draft a reply to the homeowner stating that the SHT would stay with the original list of repairs and will assist the homeowner with working with the MassSave program.

Ms. Kablack said that at this point there are no new updates on the Maynard Road project. She said that she hopes to start working on this again either this quarter or with the hiring of a new housing consultant. The Comprehensive Permit expires November 2014. Substantial construction progress has to be made by that date. She said that several members of the Trust had met with the Zoning Board of Appeals in June 2013 for an informal discussion and the ZBA did not seem concerned by the addition of a third bedroom at one of the units. Construction specifications have been prepared so the SHT could go out to bid with a new developer. In terms of the financials there is an Option A that has three two-bedroom units and an Option B that has one three-bedroom unit and two two-bedroom units. The difference of adding the additional bedroom in one of the units does not change the site plan. The size of homes would also not change because the third bedroom would likely become a study if the unit was designated as a two-bedroom unit. Mr. Morrison added that the neighbors want the project to move forward and in general they understand the economics of the various bedroom options, but they want to see the financials so that they can fully understand all aspects of the economics. The next steps are to get a new developer. Additional financial information will not be available until the SHT receives new project bids.

The FY13 audit is to take place at the end of September and early October. An audit of the SHT's financials are done every year in conjunction with the Town's audit, however a separate one is also done for the SHT. The cost for the audit is \$1,600.

Ms. Kablack explained that an RFP had gone out for an additional housing consultant and she is in the process of reviewing a number of responses from qualified individuals. She explained that there is money in the SHT's FY14 budget for a consultant and the person hired would work exclusively with the Sudbury Housing Trust, although the ideal candidate would most likely have some expertise to help with the Regional Housing Services Office as well. With Mr. Gaulin's expertise on projects and the newly hired consultant she said it was the hope that they could get the Maynard Road project back on track. A new budget for FY15 will be determined later on when the work is assessed.



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Next the Board discussed the Sudbury Housing Authority's RFP for purchasing property. Ms. Pastuszek said that the SHA did receive money from a past Town Meeting to purchase certain condominiums in 40B properties to rent through the SHA. She said that while that concept had merit, the SHA was never really able to get that project off the ground because the condominium documents at these sites did not facilitate unique ownership opportunities by a Housing Authority which has its own rules about evictions and tenant action which are in conflict with the condominium documents. As a result, at a more recent Town Meeting the SHA asked for \$360,000 to buy two market-rate units. The project, which had been on hold, is now being revived and is similar in concept to the SHT's Home Preservation Program, except that in the end units would be rented rather than owned by the occupants. An RFP has been issued soliciting available land or homes for sale and the SHA is waiting for responses.

Ms. Kablack said that applications are available for FY15 CPA Funding Requests. The deadline for submissions is November 1, 2013. She noted that the SHT has requested funds for the last six years and the statute requires that 10% of the CPA surcharge go to the housing category. The Board voted unanimously to request staff to submit to the CPC the standard annual budget request of approximately \$200,000 of CPA funds for housing purposes subject to Town Meeting approval.

Next Ms. Kablack said that perhaps a major item for the next meeting is a discussion of how Sudbury can reach its 10% affordable housing goal. She provided the Board with a copy of the latest 40B Subsidized Housing Inventory from the Department of Housing and Community Development which shows 407 units on the inventory, although the 56 units at Johnson Farm will soon come off of the inventory because they have not yet received a building permit. She cautioned that the inventory is very dynamic so there are several projects on the list that have been approved but not built so the number of 6.87% is inflated. The number could go down to 5.9% without Johnson farm. She said that the Town has made progress but it is clear that Sudbury needs approximately 250 more units to reach 10%. The question now is how.

She then reference an August 12, 2013 memo from the Planning Board with two goals for how that 10% can be obtained. The first goal is to make progress on the goal of reaching 10% affordable housing in Sudbury and the second goal is to create an overlay district for the Route 20 sewer district. The Planning Board would be working in conjunction with the Board of Selectmen and other boards such as the Sudbury Housing Authority. She reminded those present that the SHT is a policy-making board and its charter is to create housing for low to moderate income residents so the SHT should take an active role in how the Town meets its 10% obligation. She suggested creating a working group to get some concrete ideas on the table.

The next meeting of the Housing Trust will tentatively be Friday, October 25, 2013 at 8:00 a.m. at the Flynn Building. There being no further discussion, the meeting was adjourned at 9:35 am.