

# Town of Sudbury

*Sudbury Housing Trust*

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

Friday, January 24, 2014  
8:00 a.m.

Flynn Building, Silva Room, 278 Old Sudbury Road

Present: Peter Crowe, Acting Chairman; Michael Buoniconti; Andrew Kaye; Amy Lepak; Larry O'Brien; and Lydia Pastuszek.

Absent: Peter Abair; Daniel Hewett; and Robert Morrison.

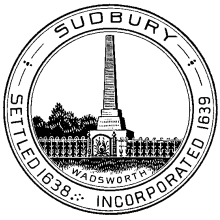
Staff Present: Jody Kablack, Director of Planning and Community Development; and Housing Consultants Elizabeth Rust; Leonardi Aray; Dan Gaulin, and Karen Margolis.

Acting Chairman Peter Crowe called the meeting to order at 8:10 a.m.

First on the agenda was a discussion and vote of the Housing Trust to ratify the financial transactions for November 2013. Ms. Rust walked the Board through the financials. There was brief discussion about how the staffing would be set up for the Sudbury Housing Trust and for Sudbury's portion of the Regional Services Housing Office and the expectations of support afforded to the Housing Trust. With the RHSO having six participating towns Sudbury would get the support needed to get the work done. Ms. Kablack said that the Town has in its annual budget about \$65-\$70,000 worth of housing staff time. \$30,000 is paid through the RHSO arrangement, money which is obtained through CPA administrative funds. The remainder is paid for through the Trust – offset by the Trust's external revenue, primarily raised through lottery and re-sale work. Ms. Rust said that in April the FY15 budget would be developed for the RHSO. A motion was made by Ms. Pastuszek to ratify the November 2013 financial transactions. The motion was unanimously approved.

Ms. Rust presented the proposed FY14 Budget, noting that the spreadsheet showed five months of the FY14 and the projections for the remainder of the year. She mentioned that one home-preservation unit was created in FY14, showing that since the Housing Trust's inception 6 Home Preservation units have been created and 4 'other' units. She said the projected fees that the Trust would receive appears realistic. She suggested that new development lotteries bring in more fees than single-unit resales, so it would be ideal to have at least one lottery per year as a revenue item to stay profitable. Lottery expenses are comprised of advertising expenses and consultant expenses. This year there is a total year projection of \$50,000 in revenue by lotteries offset by lottery expenses of \$45,000. A brief discussion ensued about Concord re-sales which come to Sudbury for assistance through the RHSO. Much of the existing re-sale work will also close out this year. Mr. Gaulin said that the recertification process allows a preview of what future re-sales may be coming up. Ms. Rust said that some Towns want the Sudbury Housing Trust to do the re-sale work since they are forest up to accept that revenue. Ms. Kablack noted that one has to be approved to be a lottery agent. Ms. Rust is approved to be an agent however, Ms. Margolis has not yet obtained certification for lottery administration.

The Board then decided to jump ahead in the agenda to discuss Lottery/Monitoring/Resale Strategies. Ms. Kablack said that the primary reason for engaging in lottery services is to allow the Trust to augment its resources with non-CPA funds. . The Small Grants Program is not eligible for CPA funds. Therefore the lottery income funds the Small Grants Program. Without that income the Small Grants Program would likely have to be abandoned. An accounting was done of all the non-CPA revenue that has come in to the



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Trust and there are sufficient funds in the budget to continue the Small Grants Program for at least 2 years at the current grant amounts. Ms. Rust said that the external revenue also supports the staffing for the Housing Trust and RHSO Consultants. Lottery advertising is another net piece of the business so anything left over could fund the Small Grants Program. Ms. Kablack added that staffing expenses are eligible under the CPA. Mr. O'Brien asked to see a staffing model at a future meeting so that he could see the breakdown of duties for each consultant and how they are paid.

Ms. Kablack said that having the consultants allows the Housing Trust to satisfy its goal to provide better services for residents. And the other goal is to make some money to keep the programs going and cover the staffing expenses. Lottery monitoring resale services are covered by the Sudbury Housing Trust. The Trust as an entity contracts for all of the lottery work. Services provided through the RHSO are cost effective, which increases our capacity for housing planning services.

A task force of the Trust consisting of Peter Crowe, Larry O'Brien, and Mike Buoniconti, was established to review this in detail and make recommendations. The decision is whether or not it is worthwhile for the Trust to continue its lottery services..

Ms. Kablack said that if the Housing Trust does one Home Preservation Project and the Maynard Road project the ending balance for FY14 will be approximately \$227,000. It was agreed that the budget should be posted on the Housing Trust's web site.

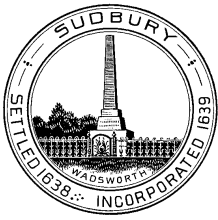
The Trust then discussed the Small Grants Program. Ms. Kablack said that it was time to hold another cycle, however, in the last six months the Housing Trust office did not receive any inquiries about the program. Mr. O'Brien suggested meeting with the Council on Aging to discuss how this program could be revised to benefit the seniors. Ms. Rust said that she could share with the Trust examples of how some of the Regional towns have offered their programs in different ways. It was agreed to put this discussion on a future meeting agenda.

A motion was made and a vote was taken to unanimously approve the mid-year update on the FY14 financial report of the Housing Trust. A memo will be given to the Board of Selectmen and the Treasurer. A projected budget for FY15 will be reviewed in April or May of 2014.

For the Board's consideration of whether or not to accept the contract for resale agent services for two units at 333 Walden Street in Concord, Ms. Rust presented the list of Lottery and Monitoring Services to date. It was estimated that fees would be approximately \$7,000. A motion was made to accept resale agent services for 333 Walden Street in Concord and it was unanimously approved.

Ms. Rust then reported that there was one affordable unit still available at Landham Crossing that does not have a buyer and it was also time to find buyers for the next units through the Home Preservation Program. A local lottery will be arranged to find a pool of candidates for two units. Ms. Kablack said that typically resale units are offered on a first-come first-served basis and for new units a lottery is typically done.

Ms. Kablack provided an update on the CPC funding request. She said that the CPC has received \$325,000 worth of proposals over what their anticipated revenue is for the upcoming year so they have asked all of the project proponents to reduce or delay their requests. She said that it was predominantly the Town Departments that had delayed or reduced their requests to date. With the CPC voting on the proposals the following week, Ms. Kablack asked that the Trust consider a reduction in funding as well.



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Mr. Rust noted that the Sudbury Housing Authority had a proposal in as well so there would be other housing projects up for consideration. There was also a proposal for the Melone property that related to housingsubmitted by the Board of Selectmen. After much discussion it was agreed that with its reserves left from the previous year, the Trust would reduce its request to the CPC to no lower than \$100,000 which it would need to sustain its work in FY15. With those funds the Trust could continue to sufficiently fund the Maynard Road project, one Home Preservation Unit, the Small Grants Program, and its administrative costs. The Trust strongly suggested informing the CPC that they are reducing their request in order to advance housing in Sudbury so that other housing entities can receive the remaining amount of the 10% housing allocation. Ms. Kablack will write a memo to the CPC indicating this. A motion was made and unanimously voted to approve a reduction in the requested CPA funds to no less than \$100,000 and the Trust urged the CPC to consider fully funding the request of the Sudbury Housing Authority.

Ms. Kablack noted that the schedule and the RFP for the project at 278 Maynard Road were finalized and ready to go out. The outline specs were also prepared. Mr. O'Brien asked whether the Trust's subsidy of up to \$200,000 was for the total project. Ms. Kablack said that it was and was indicated on the RFP. Ms. Kablack pointed out where revisions were made from the last discussion with the Housing Trust. It was agreed to amend language so that proposals must include project budgets for both a six and seven bedroom option. Next the RFP will be noticed in the Federal Register and locally advertised. There will be a pre-bid conference and site visit and by April 18, 2014 all questions will have been asked and answered, with the proposals due May 9, 2014. A motion was made and voted unanimously to accept the Sudbury Housing Trust's RFP as amended and to proceed with advertising.

A vote was taken to unanimously approve the minutes of November 22, 2013 and December 13, 2013 as written.

The next meeting of the Housing Trust will tentatively be Friday, March 28, 2014 at 8:00 a.m. at the Flynn Building. There being no further discussion, the meeting was adjourned at 9:40 am.