



# Town of Sudbury

*Sudbury Housing Trust*

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

Tuesday, September 23, 2014  
8:00 a.m.

Flynn Building, Silva Room, 278 Old Sudbury Road

In Attendance: Lydia Pastuszek, Chair; Amy Lepak, Vice Chair; Mike Buoniconti; Andrew Kaye; Bob Morrison; and Larry O'Brien.

Absent: Peter Abair

Staff in Attendance: Jody Kablack; Elizabeth Rust; Jim Kupfer; and Leonardi Aray.

Vice Chair Amy Lepak called the meeting to order at 8:05 a.m.

The Board reviewed the minutes from August 12<sup>th</sup> meeting. There were no changes. A motion was made and the minutes were unanimously approved.

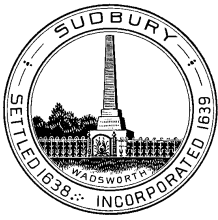
Ms. Rust explained the financial transactions for the last two months. She explained that lottery income was steady. The seventh unit in the Home Preservation Program closed this summer, and a family moved into the property on Eddy Street. Ms. Rust noted that the FY16 budget has been submitted to the Selectmen. The budget included the buy-down of the third unit at Maynard Road. A motion was made to ratify the July and August 2014 financial transactions and unanimously approved.

Ms. Kablack reported that the Zoning Board of Appeals approved the modification to the Comprehensive Permit for 278 Maynard Road. The decision was now in the 20-day appeal period. A neighborhood meeting had been held in advance of the ZBA meeting. Ms. Lepak, Ms. Kablack, Mr. Kupfer, and Mr. Aray had an excellent site visit to another property that Transformations built. They were able to see products such as walkway pavers, trim detail, HVAC units, wall board, cabinets, window frames, window sills. Leonardi Aray provided an update on the Maynard Road project budget.

Next the Housing Trust discussed budget modifications for the project and the distribution of what the Housing Trust and Transformations were each responsible for paying. Plans are in the process of being made for endorsement by the ZBA at the October 6 ZBA meeting. Landscaping shall meet the Design Review Board's concerns. Ms. Pastuszek asked about the possibility of having local nursery or landscaping companies help sponsor plantings in exchange for publicity for their businesses. It was agreed that staff could create a list of potential businesses and the SHT board members would ask for donations.

Discussion ensued about outdoor storage which was not originally included in the budget and whether there should be detached storage sheds or attached sheds. The Trust agreed that good quality detached sheds are important to include in the project due to the small size of the units. The cost of the outdoor storage will be split between the Trust and Transformations.

Also discussed was attic access by way of pull-down ladders. Attics do offer storage but they will not be insulated spaces. The Housing Trust agreed to pay for attic storage for each unit.



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There was a discussion about air circulation for the heating/cooling unit. What is being proposed is a ventless system with a continuously running fan in the bathroom to circulate the air. There is a concern that temperatures in the bedrooms will be too cool/hot if better circulation is not provided. Mr. Morrison questioned why the Housing Trust would agree to pay for upgrades to the heating/cooling unit when it is required in order to meet normal specifications. It was agreed that Mr. Morrison should participate in the conversation with Transformations about the air circulation issue. Ms. Kablack noted that Transformations has used these systems in all of their larger homes and they have stated that the system works. Residents need to keep doors open during day but the air circulates. She pointed out that these units are much smaller spaces and insulation moderates the temperature. Ms. Rust suggested that the Housing Trust talk with current users in Townsend to see what they think of it. Mr. Morrison suggested that the cost for vents be split evenly between the SHT and Transformation since it was omitted in the project specs.

There was discussion about options for window sill details. What is proposed is a plaster sill and apron, and no molding. The sills are very deep due to the thick walls/insulation. A wooden sill would offer better aesthetics and protection for the windows, and are easier to clean. Ms. Rust suggested that sills could be offered as a buyer upgrade at a cost of \$100/window. The Trust discussed that sills would be a nice detail and noted that it is most efficient to install them during the building stage.

The Housing Trust would need to approve additional money to modify the budget given the few items still undetermined (sheds, attic storage, window sills, etc.). The Housing Trust would be paying approximately \$12,713.50 higher and Transformations would be approximately \$18,913.50 higher. Landscaping will be determined in the future so can hold out at this time. The Trust agreed to discuss the air share concept with Transformations. Window sill details are to be a buyer upgrade. Given that the units are small, attic storage is needed as well as shed storage to avoid having things stored in the open. In regard to landscaping costs could be split and if there were donations of plants and services that would help.

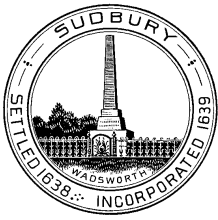
A motion was made and unanimously approved to accept the modified budget for 278 Maynard Road with the exception of the split air share, no window sills, and landscaping to be determined.

Ms. Kablack said that the goal for this project is completion by the end of the Town's fiscal year. Construction will hopefully begin this fall. The Selectmen must approve the sale of the Trust's property and will be discussing this at their October 14, 2014 Selectmen's meeting.

One seat on the Housing Trust still remains open. Ms. Pastuszek suggested asking some of the affordable property homeowners to serve.

Mr. Kupfer presented the HOME Program Consolidated Plan. Previous funds have been used for The Coolidge at Sudbury. The next step is a needs assessment and follow up with strategic plan. Ms. Rust and Mr. Kupfer worked on this report. The Sudbury Housing Authority, Longfellow Glenn, and the Town Social Worker were included in the discussion and helped fill out the report. Ms. Rust said that this report is a HUD requirement. Ultimately the Housing Trust will need to decide whether continuing membership in the HOME consortium is of value. A motion was made and voted unanimously to support the HOME Consolidated Plan for FY16-20.

The Housing Trust then voted unanimously on the FY16 CPA request for \$200,000 which is the estimated 10% required to be set aside on total allocations for housing purposes.



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Next was a unanimous vote to accept Lottery services contracts for Danforth Farm in Framingham, Lalli Terrace in Acton, 1888 Main Street in Concord, and Brookside Village in Concord.

A Town Forum will be held on Thursday, October 23, 2014. Twenty-five minutes have been allocated for discussion about Sudbury's affordable housing program. Housing Trust members are invited to attend to provide clarification to questions. Selectmen O'Brien will give the presentation for the Housing Trust and he asked members to provide their comments for inclusion.

Ms. Pastuszek provided an update on the Sudbury Housing Authority. She said that the SHA recently voted to close the waiting list for families because as of now there is a ten-year wait. There are currently four vacancies at the SHA's senior housing properties that will soon be filled.

The next meeting of the Sudbury Housing Trust will be Tuesday, October 21. There being no further business the meeting was adjourned at 9:15.