

# Town of Sudbury

*Sudbury Housing Trust*

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## **SUDBURY HOUSING TRUST MEETING MINUTES**

Friday, February 10, 2015  
8:00 a.m.

Flynn Building, Silva Room, 278 Old Sudbury Road

In Attendance: Lydia Pastuszek, Chair; Amy Lepak, Vice Chair; Mike Buoniconti; Kelley Cronin; Andrew Kaye; and Bob Morrison

Absent: Larry O'Brien; and Peter Abair

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

Ms. Pastuszek called the meeting to order at 8:00 a.m.

The Board unanimously approved the minutes from the December 5, 2014 with two minor editorial changes.

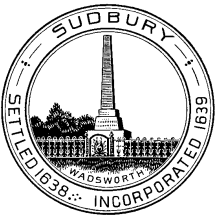
Next the Board discussed the financial transactions for November and December 2014. A motion was made and unanimously approved to ratify the financial transactions.

Ms. Rust then explained that the financial projections all appear to be on track. She said that the Housing Trust has been diligent in managing the per unit subsidies. Right now there is a bit of a lull as units have closed but the Housing Trust is ramping up for new projects. A possible marketing brochure was discussed with the target market being developers and Towns. The idea would be to market beyond the usual scope of towns. Ms. Rust explained the Sudbury Lottery and Monitoring Contracts list which showed active and proposed contracts. The list showed statistics on sale properties versus re-sales and which units are in the towns that are part of the RHSO. Ms. Rust recommended going for marketing. She said that RHSO Consultant Karen Margolis' time is almost 100% spent on lottery work. Ms. Margolis works eighteen hours, part-time. She suggested that the Housing Trust could take on another part-time employee from existing staff with just a few hours dedicated to lottery work. She suggested someone who has bank income qualifications. Ms. Kablack said that Burlington, for example, just signed up for the RHSO and could therefore be a logical customer. The consensus from the Trust was that a brochure would be a good idea. Ms. Rust and Ms. Margolis will work on that project.

Next the Housing Trust discussed and voted unanimously to accept Lottery Services contracts for Battle Road Farm in Lincoln and 1888 Main Street in Concord.

Leonardi Aray gave an update on the 278 Maynard Road project. The Housing Trust was in receipt of outline specifications. He said that these reflected the specifications as were submitted with the RFP with some changes. Most changes had to do with the solar energy component. The Maynard Road Subcommittee of the Housing Trust has approved of the changes and are comfortable that Transformations has met the requirements. Mr. Morrison asked about floor coverings. The Housing Trust ultimately decided on a type of vinyl that would look like wood. The second floor would be carpeted except for the bathrooms. Leonardi had a product sample available and the Housing Trust approved. The specifications would be revised to reflect this.

The Board then discussed ice dams and the components in place to avoid problems at Mayard Road. The buildings have a warm roof concept with soffit vents on the duplex. Next the Board discussed arrangements for



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trash pick-up. Trash will be individually contracted and there is the option for people to go to landfill. Trash storage will be determined after the structures are built. The Housing Trust will be working with homeowners for several years so that trash storage and disposal can be worked out.

Mr. Morrison asked if the amended solar specifications need to be added to the main specifications or if they should be added as an addendum. Mr. Kupfer said that the solar specs do not need to be added at this point because it was not part of the development cost. Mr. Morrison and Mr. Buoniconti felt that the solar components would be part of the homeowner costs, however. Another meeting with Transformations will be scheduled and their solar representative will meet with the Housing Trust to discuss the details. An agenda will be provided so that questions can be answered.

The project schedule will be better known once Transformations has the financing is secured. The Purchase and Sale needed to get done and the bank is working on the appraisal now. The contractual and legal framework has been slow. Transformations has other projects that they are working on in the meantime. The appraiser will submit findings to the bank, then the financing commitment will be set, and then the project proposal will be filed Mass Housing. Mass Housing's review could take two months before final approval is given. The closing happens next. Once the closing on the property happens then a building permit can be issued. Transformations plans to file information with the building permit now to expedite the permit process. Ms. Pastuszek asked that an internal chart be created so that all of the components are scheduled out and so that the Housing Trust could confirm their understanding of the process moving forward.

A motion was made to approve the specifications with the exception of flooring and confirmation of solar. All were in favor.

Next the Trust discussed an extension for the Purchase and Sale to extend closing date to May. A motion was made to extend the closing date until May 29 at 10:00 a.m. All voted in favor

In regard to the trustee roster it was noted that Larry O'Brien's term will end since he is the liaison to the Board of Selectmen and will not be seeking reelection. A new representative from the Selectmen will serve on the Housing Trust. Mr. Kaye indicated that he would stay on. Attendance rules were re-stated whereas if a trustee misses three meetings in a given year then the trustee can be removed from the Board. Ms. Pastuszek said that she would stay on the Board but would not remain as chair. Mr. Buoniconti will not be renewing his term. The Trust has received a recent application for one of the vacant positions and agreed to invite the applicant to come to the next Housing Trust meeting for an informal interview. The vacancy is posted on web site. Trust members were encouraged to think of other potential candidates and spread the word that there are openings.

There was no new information to report from the Sudbury Housing Authority.

There being no further business the meeting was adjourned at 9:20 a.m.