



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
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SUDBURY HOUSING TRUST MEETING MINUTES

Tuesday, September 15, 2015
8:00 a.m.

Flynn Building, Silva Room, 278 Old Sudbury Road

In Attendance: Chairman Robert Morrison; Kelley Cronin; Jay Zachariah; Vice Chair Amy Lepak; Peter Abair, Susan Iuliano and Andrew Kaye.

Staff in Attendance: Elizabeth Rust, Jody Kablack, Leonardi Aray, Jim Kupfer and Lillian Vert.

Chairman Robert Morrison called the meeting to order at 8:00 a.m.

Minutes

Review of meeting minutes of June 23, 2015. Motion was made to approve the minutes. No further comments. Unanimous vote to approve June 23, 2015.

Finances

- a) VOTE to ratify the June and July transactions.
- b) RHSO Update: Website Phase 2

Liz Rust reviewed each of the transactions statements from June and July and continued with the financial projections in detail.

A motion was made, seconded and approved to ratify June and July transactions.

Ms. Kablack asked the Board to approved payment of invoice of \$357 for portion of the RHSO website Phase 2.

Motion made, seconded and approved for the payment of \$357 as requested.

Lottery Agent

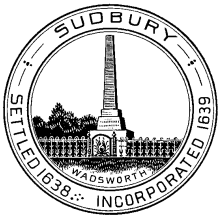
- a) VOTE to accept Acton Resale agent services.

A motion was made, seconded and approved to accept Acton Resale agent services.

Maynard Road

Mr. Aray shared with the Board that weekly phone calls with the construction supervisor are made to coordinate work; things are moving and happening at the site; although there is a delay of about a month in the process. It is difficult to predict what might happen over the winter time.

The builder is committed to complete the project as quickly as possible.



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Mr. Morrison stated that this is one of a kind project, coordination is a challenge and a mistake in the process will be more damaging than a delay.

The foundation for the Maynard Road project was poured on September 14, 2015. The Board had concerns about the landscaping, Ms. Kablack stated that this will be done in the spring. Ms. Rust thinks landscaping will be an upcharge, because the allocated budget seems low.

The Subcommittee will discuss details about carpeting, etc. Those meetings have to be noticed and posted in advance.

Ms. Kablack shared that weekly photos from the same angle are being taken at the Maynard Road site, to document the progress.

Home Preservation Update

Ms. Rust shared that the lottery application deadline for the Maynard Road property and the Home Preservation Program is September 23. There is already a good pool of applicants some of which are local.

Ms. Rust mentioned that if there is more than a six month delay in delivery of the homes, some applicants may drop out because they may find another property in the meantime. If that were to happen then the Trust will need to proceed as first come, first serve basis.

Ms. Rust shared that a complete final list of buyers will be ready at the beginning of October, 2015.

Ms. Rust shared with the Trust about a home on the market for sale. The owner of this property was a recipient of the small grant program, who passed away and his daughter contacted the Trust notifying them that this house will be for sale as a for sale by owner. The repairs are estimated at \$15K . This estimate is made before a home inspection. If the Trust were to choose this property for purchase, a full inspection will be done.

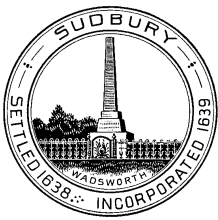
Ms. Rust also gave the Trust details about a second property that is on the market for sale. It appears that the seller wants to sell this house as soon as possible, therefore with this property timing will be a constraint, this property might not wait for our buyer

Ms. Kablack added that in the past the Trust had some issues with home repairs, in her opinion the fewer repairs that a property needs the better.

Motion made, seconded and approved to make an offer on the second property, contingent to a home inspection, deliver of Title V and BOS approval. All in favor.

If they do not accept this offer, then to offer less than asking price and go by their time frame. If these two offers do not work then the Trust will go after the other property.

Ms. Rust mentioned that the subcommittee is charged with the negotiations process and developments. The Trust review the overall project budget and reaffirmed that the total Trust subsidy should not exceed \$250,000 as is budgeted.



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Small Grant Agreement

Ms. Rust shared with the Trust a proposed SHT Small Grant Program Agreement for the SHT consideration which has been discussed with Town Counsel.

Until now only a letter was sent to the recipient of the grant, this letter will still be sent out together with this agreement. This agreement will make the process more formal. Point #6 of this agreement states "Homeowner agrees to notify the Trust at least 60 days prior to listing the property for sale". The Board discussed to add additional language to this point, stating that even after one year the owner should inform the SHT their intent to sell the home.

Board questioned point #12 of this agreement "Termination. This Grant Agreement shall terminate upon the Trust's final disbursement of all Project Funds." The Board agreed to take this out of the document.

Motion made and seconded to approved this agreement, add language to point #6 and to removed point #12. All in favor.

Trustees

- a) There is still an opening to fill Michael Buoniconti's vacancy.

Housing Policy Board/Outreach

Ms. Rust moved on to talk about the "Housing Policy Process" that was put in place back on 2008, reminding the Board that they are the housing policy makers in Sudbury.

Housing Production Plan – 2016 Expiration

Ms. Rust stated that "The Housing Production Plan" was prepared in 2011 and until Sudbury reaches the 10% goal we do not want to be without a housing production plan as a protective measure for the Town.

Ms. Kablack stated that right now the town is at 6.03%. Ms. Kablack added that that if the project at Raytheon materializes this might bring this number very close to 10%.

Ms. Kablack also shared with the Trust about a new proposal being evaluated by Mass Housing, a plan that proposes about 250 rental units, named "The Village at Sudbury Station" intended to be built on a piece of land of about 39 acres located behind the Old Town Cemetery.

Community Preservation Committee FY17 Appropriation

Ms. Kablack shared with the Board about a potential item on the CPA agenda in future meetings in regards of housing staff budget, this is important because if this passes it could decrease the amount of money that the trust receives as part of their budget.

The Trust agreed that they will request that the CPC keep the funding at 10% and have staffing as a separate item.

There being no further business the meeting was adjourned at 9:28 a.m.