

# Town of Sudbury

*Sudbury Housing Trust*

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3387

<http://www.sudbury.ma.us>  
[Housing@town.sudbury.ma.us](mailto:Housing@town.sudbury.ma.us)

## **SUDBURY HOUSING TRUST MEETING MINUTES**

Wednesday, October 14, 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; Lydia Pastuszek; Susan Iuliano and Andrew Kaye.

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

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

### 1. Minutes

Review of meeting minutes of September 15, 2015. Motion was made to approve the minutes. No further comments. Unanimous vote to approve minutes of the regular meeting of September 15, 2015.

### 2. Finances

- a. VOTE to ratify the August transactions
- b. Lottery net revenue review

Ms. Rust stated that it looks like the Sudbury Housing Trust might surpass the budgeted \$73K in lottery revenue. Chairman noted that revenue goes back into the community in the form of the "Small Grant Program".

A motion was made, seconded and approved to ratify August, 2015 transactions.

### 3. Maynard Road Project

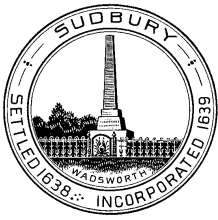
#### a. Construction Update

Mr. Aray presented the Trust an update of the construction on Maynard Road. He stated that a landscape contractor submitted a proposal consistent with the contract documents for \$18K, the original budget was for \$12K, and he will try to get a second quote.

Ms. Kablack pointed out that labor was around \$5K and the selections of types of plants was done considering the most economic ones. It might be difficult to make substitutions.

The Trust thought that they might consider soliciting for plant and shrub donations. The Trust will review the plan to see if there is any possible substitution that could help reduce the cost of the landscape.

Mr. Aray noted to the Trust that the construction schedule changes every week, it looks like completion will be end of March 2016, original date was February 2016.



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The Subcommittee will review and make decisions regarding details including colors for the exterior and shingles. Mr. Aray will bring samples to upcoming meetings.

Mr. Morrison asked if Mr. Aray and Ms. Kablack could work on selecting the colors and present these selections to the subcommittee.

Mr. Aray shared that the bio retention was redesigned due to the location of a water main that was not identified earlier. Meridian and Transformations have been working on this directly. The shelf detail as built is inconsistent with the contract documents. The plumbing perforates the edge insulation at various locations. Mr. Aray reached out to Ian Mazmanian from Transformations Inc. asking him to submit documentation on how they intend to solution and reconcile the deviation from the construction documents to what is being built.

Mr. Morrison suggested that the Trust should send a letter to Transformations Inc. and Mr. Mazmanian asking them to notify the Trust in writing anytime they make any changes to the design.

Ms. Kablack will contact Spencer Lawrence to find out more details about the DOR credits and will write a letter to Transformations asking about the specifications that they are required to have and the certifications that they are required to submit as part of their state grant application.

#### 4. Home Preservation Update

Ms. Rust shared with the Trust that 11 applicants were part of the lottery, 6 of them needed 3 bedroom homes. An open house is scheduled on Saturday afternoon the Trust is invited to see the home. The home will be offered to the applicants in drawn order.

Jody stated that in terms of the lottery there were 19 applicants and all of the qualified large families were able to be accommodated and everything worked out very well.

DHCD will approve the unit to be considered in the housing inventory count for the Town. Mr. Morrison congratulated Ms. Rust on the due diligence and timely work.

There was some discussion about who is considered for the local preference. Ms. Rust replied that employees of businesses in town are not considered in the category of local preference.

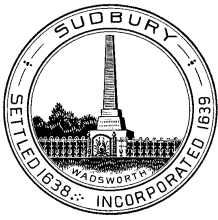
The trust will need to have some discussion of this definition; in the future this could be a topic of review to perhaps include employees of local businesses in the local preference category.

The Trust agreed to put this as part of the discussion items and include a note to the BOS.

#### 5. Small Grant Program – VOTE awards

Ms. Rust showed a spreadsheet listing the six applicants that the Trust received:

- #76 applicant withdrew their application.
- # 77 applicant currently has no heat.
- #78 received a grant on May of 2015 therefore this applicant is ineligible.
- #79 received a grant within 12 months, therefore this applicant is ineligible.
- #80 incomplete application, they have rental income out of the home, hard to get in touch.



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#81 slightly over the assessment value.

The Trust asked how much money they have to approved today, Ms. Rust replied that the Trust could approve up to their \$20K available today.

Motion to accept Small Grant request for applicants #77 and #81 made and seconded.

## 6. Community Preservation Committee FY17 – VOTE appropriation request

Ms. Kablack stated that requests for FY17 are due by October 31. 2015. There was a discussion about requesting 10% as the Trust always does, also some suggestions to ask for more than is customary.

CPC had another conversation about the \$30K for the RHSO and this was brought up again by a member of the CPC, and their suggestion was that the \$30K should come out from the total \$10% that is requested. Ms. Rust pointed out that the CPA appropriation does not cover the Home Preservation Program.

The Trust discussed how they would proceed if the CPC decides to only allocate 10% and dismissed staff funding. In that scenario the Trust will ask for more than 10% of funding.

The Trust agrees to request 10% for funding and request to that the CPC fund the RHSO membership fee out of admin funds. If the CPC takes administration out then the Housing Trust allocation, then the Trust will increase its request.

Given the two new 40B proposals the Trust talked about asking the developers to add one more unit to their proposed affordable units. (25% +1). Ms. Pastuszek stated that the Housing Authority has the money available to buy another unit, but in these developments all units will be for rent. CPC funds might be used to fund the Housing Trust and the Hope Fund to subsidize rent or security deposit as part of the housing program. The Trust decided to form a Subcommittee to be able to put together recommendations in regards of these potential 40B proposals.

Motion to authorize the subcommittee to ask for up to \$75K as a pilot program for affordable rental assistance and come up with a proposal for the CPC made and seconded.

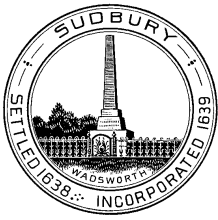
## 7. 40B Project Updates

### a. Sudbury Station

Attorney William Henchy and Developer Chris Claussen were present at this meeting to share their proposal for a project development named: "Sudbury Station" located in the Town Center, off Concord Road and off Hudson Road, behind the Cemetery; the property is about 40 acres in size.

Mr. Claussen shared with the Trust that last month a 40B Project site eligibility application was submitted to Mass Housing. The developers stated that they have talked with the Fire and Police Chief to get an impact feedback from both of them about the potential of this development. They presented the project at a BOS meeting and a walk through the site with town staff, BOS and members of committees and Mass Housing was done on October 6.

Mr. Claussen stated that they would like to have an open dialog with the Town, so far they have done their research using private firms to know what their market will be. They have hired a traffic consultant to do a traffic analysis of the proposed development. They have also hired Steve Cecil who is very involved in affordable housing to work on the planning to find natural ways to build this project with the present topography.



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Parking will be underneath of each building creating more open space and keeping as many trees untouched as possible. Side lines from Concord and Hudson Road will be screened by vegetation, taking into account that this is a historic district.

John Connery was hired as part of their team; Lynne Sweet did the market study; they have hired Mike Sullivan a civil engineer to design the waste water and storm water plan; John Hagan and Chris Kennedy are his partners in this project. Their intention is to build, own and manage this property, for that they will hire a property management firm.

Ms. Rust stated that Sudbury has no group homes available for disabled residents. It will be great to offer a unit geared towards a disabled resident. Developer states that the Agricultural Preservation restriction on the land will expire in 10 years. Ms. Kablack disagrees with that interpretation and states that the APR is in perpetuity.

On their market study they have found that some of their residents will be elderly people that are downsizing; divorce people and professionals that commute to Boston. Job markets are strong and rental markets will be strong. People have money but maybe not enough for down payments.

According to their material

45% of the units will be 1 bedrooms some units will have a loft or a den.

45% of the units will be 2 bedrooms some units will have a loft or a den.

And 10% of the units will be 3 bedrooms.

Ms. Rust asked if one more unit could be added to their plans as a 3 bedroom, moving one unit from the regular rent to the affordable rent.

The attorney stated that he will very much like the support of the Trust. The Chairman thanked them for their time.

In general, the Trust supports the project and finds its location is appropriate. While there were some concerns raised about traffic and development feasibility, and the Trust understands those items will be discussed with the ZBA and the Trust will limit its comments to housing related matters.

These are some of the points that the Trust will include in their letter to the BOS:

- Local Preference
- Unit Mix
- Units reserved for developmentally disabled persons
- Support for the Affordable Units
- Stretch code, renewable energy
- Section 8 Vouchers

Motion made in favor of this proposal and seconded.

Abstain from voting Selectman Susan Iuliano.

## b. Raytheon Development

Ms. Kablack moved on to update the Trust about the Raytheon Development.

There being no further business the meeting was adjourned at 10:11 am.