



# Town of Sudbury

*Sudbury Housing Trust*

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Sudbury Housing Trust  
Minutes

November 7, 2017  
8:00AM

Silva Conference Room Flynn Building,  
278 Old Sudbury Rd

Present: Lydia M. Pastuszek, Chair; Kelley Cronin; Susan N. Iuliano and Robert Morrison.  
Others present: Elizabeth Rust, Meagen Donoghue and Leonard Aray.

## Welcome and Announcements

### 1. Minutes

- Approve the regular meeting minutes of 9/26/17

Motion was made, seconded and voted to approve Minutes from September 26, 2017.

- Open Meeting Law Changes

Ms. Rust updated the Trust about recent changes on Open Meeting Law, the Trust discussed procedural details of how to use remote participation in the future if needed.

### 2. Finances

- FY17 Audit Report

Ms. Rust updated the Trust about the final report from the auditor, which was posted on the towns website.

Motion made, seconded and voted to accept the financial report.

- VOTE to ratify the September, 2017 transactions

Motion made, seconded and voted to accept September, 2017 transactions.

- VOTE to accept Melrose and Ipswich contracts

Motion made, seconded and voted to accept Melrose and Ipswich contracts.

### 3. Coolidge

The Coolidge is seeking public subsidies and the funding application must show a local contribution. The Trust previously voted to support the Coolidge with \$100,000 which has been set aside on the Trust's Budget. The Coolidge plans to submit a request to West Metro Consortium to be part of the competitive pool of applicants, seeking \$150,000.

The BOS supported this request, but also understood that there was risk that the Coolidge might not receive the funds from Metro West Consortium, as the funds are competitive. The Selectmen have then submitted a request to the CPC for the Coolidge.

Ms. Rust explained the funds from the state are available once a year, the application period is February, potential applicants can only submit an application if invited to apply.

The WMC process is usually a spring process, when they take a look at all the funds that have not been committed by other towns and see what is available for the competitive pool.

Ms. Iuliano's suggested that the Trust might modify its CPC request to ensure that the Coolidge receive its total of \$250,000 - \$100,000 which has already been committed and the remaining \$150,000. If the Coolidge is successful for being awarded HOME funds, then the Trust would just make up the difference.

The Trust discussed amending the language on the CPC application not the dollar amount to commit up to \$150,000 to The Coolidge.

Motion made, seconded and voted to amend the Trust CPA request to designate that of the 10% requested the Trust intends to spend up to \$150,000 additional funds to complete any balance not committed by the home consortium.

4. Maynard Road – Project Update
  - Construction – progress
  - Marketing – closings planned
  - Completion planning

Mr. Aray updated the Trust about construction progress at 278 Maynard Road, he stated that appliances were installed last week, landscape planting was completed and hydro seeding is to be done.

The work on the driveway is to be scheduled in the next few days, per DPW comments the grading of the driveway needs to be raised.

The gas meter will be installed by National Grid. The sheds would be installed by the contractor and not build on site.

Ms. Pastuszek asked if the bio retention was inspected by DPW.

Ms. Aray replied that yes, DPW inspected it and the bio retention plans are according to approved plans.

Ceiling fans will installed instead of air share units.

Once the units are completed the Trust would like to do a press release and a welcome basket for the home owners.

5. Home Preservation
  - Inspection review proposal from Maida

Ms. Rust shared a list of all preservation homes in town. The Trust contacted all the home owners in August to see if there were any deferred maintenance on the homes that needed to be addressed. Eight interested owners responded. Mr. Maida a home license inspector was contacted to provide an estimate to inspect the homes and provide a report, the estimate is about \$200 to \$300 per home with an approximate total cost of \$2,400.

Ms. Pastuszek suggested as part of this estimate and inspection to include landscape and outside maintenance “curb appeal” or deferred landscape maintenance.

Motion made, seconded and voted to authorize the Trust to spend \$2,400 in home inspections, not to exceed \$3,000.

6. Small Grant award
  - Review and possible vote to award

The Trust received 3 applications for this cycle of small grants.

Applicant #91 is a deed restricted property requesting carpet replacement with wood flooring. Household of 3.

Applicant #92 is a request for roof repairs, due to ice dam and leaks damage. Household of 2 both in their 80s.

Applicant #93 is an insulation work. Household of 1 age 68.

Motion made, seconded and voted to approve #91 with the recommendation to consider composite flooring or research other materials.

Motion made, seconded and voted to approve #92 subject to have a MassSave Audit and adequate attic ventilation.

Motion made, seconded and voted to approve #93 with no additional conditions.

7. 2018 CPA Request – Submitted

8. Other Business

There being no further business, the meeting adjourned at 9:25 a.m.