



# Town of Sudbury

## Housing Trust

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### MINUTES

JUNE 4, 2020 AT 8:00 AM

### VIRTUAL MEETING

**Housing Trust Members Present:** Chair Cynthia Howe, Kelley Cronin, Janie Dretler, Carmine Gentile, and John Riordan

**Housing Trust Members Absent:** None

**Others Present:** Select Board Member Pat Brown, Executive Director of the Sudbury Housing Authority Sheila Cusolito, Director of Planning and Community Development Adam Duchesneau, and Director of the Regional Housing Services Office (RHSO) Elizabeth Rust

Ms. Howe called the meeting to order at 8:06 AM.

#### 1. Minutes

*a. Approve Meeting Minutes of May 7, 2020*

Mr. Riordan requested his name be changed to only being an attendee of the meeting because he was not officially a member of the Housing Trust at the time of the May 7, 2020 meeting. As such, his name should be removed from any of the votes which were taken.

Mr. Riordan made a motion to approve the minutes of May 7, 2020 as amended. Ms. Howe seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, and Mr. Riordan – Aye, with Ms. Dretler and Mr. Gentile absent from the vote.

At this time Mr. Gentile joined the meeting.

#### 2. Finances

*a. Vote to Ratify the FY20 April Transactions*

Ms. Rust provided an overview of the transactions for April of FY2020. She noted there was not a significant amount of activity, but the lottery work was still continuing and bringing in cash flow.

Ms. Cronin made a motion to approve the FY2020 April transactions. Mr. Riordan seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Mr. Gentile – Aye, and Mr. Riordan – Aye, with Ms. Dretler absent from the vote.

At this time Ms. Dretler joined the meeting.

### **3. MassHousing Monitoring Agent**

Ms. Rust explained MassHousing was seeking Requests for Proposals (RFP) for a consultant to enter into a 5-year contract with the option of five, one-year extensions for a total of 10 years to conduct affordable housing monitoring services. She indicated the services MassHousing was requesting consisted of administration, monitoring and enforcement services regarding compliance of homeownership developments with Massachusetts General Laws Chapter 40B, and the regulations at 760 CMR 56.00 and the Comprehensive Permit Guidelines issued pursuant thereto (the “Comprehensive Permit Rules”). Ms. Rust felt this would be a good opportunity for the Housing Trust to pursue using the Regional Housing Services Office services.

Ms. Rust noted, if awarded any services from the RFP, many of the units which would be assigned to the Housing Trust/Regional Housing Services Office to monitor were already being monitored by Regional Housing Services Office. She noted responses to the Request for Proposals were due on June 15, 2020.

Ms. Cronin made a motion to approve of the Regional Housing Services Office responding on behalf of the Housing Trust to MassHousing’s Request for Proposals for Affordability Monitoring Services. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Riordan – Aye.

### **4. Emergency Rental Assistance Program – Rollout 6/1**

Ms. Rust stated the Emergency Rental Assistance Program (ERAP) the Housing Trust had voted to support at an earlier meeting began its rollout on June 1, 2020. Information had been posted to the Town website, on the Town’s social media pages, and on the Regional Housing Services Office website. Ms. Rust indicated applications would be accepted June 1, 2020 through June 15, 2020 and the funding assistance would be applied to recipients’ July rental payments. Ms. Rust asked if any members of the Housing Trust would be interested in pulling the numbers for the lottery on June 15, 2020 and Mr. Gentile offered his assistance.

### **5. Resale Updates**

#### *a. 8 Eddy Street – On Hold*

Ms. Rust provided a status update on the property. She noted the Sudbury Housing Authority and Town were waiting for the owners to decide what they wanted to do with the sale of the unit (move forward or withdraw their intent to resell). The Sudbury Housing Authority had engaged an attorney to assist in moving the process along.

#### *b. 480 Dutton Road – On Hold*

Ms. Rust indicated this dwelling unit was tied up in the court system and she did not have an update on the property. She stated the court was waiting to hear back from the owner of the property at this time.

#### *c. 18 Pinewood Avenue – Possible*

Ms. Rust stated the property owner for 18 Pinewood Avenue had reached out to inform her they would be selling their existing unit and would be notifying the Town formally in writing in the near future.

### **Other Business**

Ms. Rust noted two people had submitted applications to serve on the Housing Trust, Robert Hummel and Susan Scotti. Ms. Cusolito indicated the Sudbury Housing Authority had an interest in having one of their members serve on the Housing Trust, but there was no one in a position who could serve at the current time.

Ms. Dretler requested an additional meeting be held before the July Housing Trust meeting to meet these potential new members and to possibly vote for their recommended appointment to the Housing Trust by the Board of Selectmen. After some discussion, the Housing Trust decided to hold this additional meeting on June 16, 2020 at 4:00 PM.

### **Upcoming Meeting Schedule**

The Housing Trust decided to hold their next meeting on June 16, 2020 at 4:00 PM and it was noted their July meeting would be held on July 9, 2020 at 8:00 AM.

At 9:40 AM, Mr. Riordan made a motion to adjourn the meeting. Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Riordan – Aye.