



# Town of Sudbury

## Housing Trust

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### MINUTES

SEPTEMBER 10, 2020 AT 8:00 AM

### VIRTUAL MEETING

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

**Housing Trust Members Absent:** None

**Others Present:** Board of Selectmen 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 Housing Trust meeting to order at 8:03 AM.

#### 1. Minutes

*a. Approve Meeting Minutes of July 9, 2020*

Mr. Gentile made a motion to approve the meeting minutes of July 9, 2020. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Absent, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Abstain, Mr. Riordan – Aye, and Ms. Scotti – Aye.

At this time Ms. Cronin arrived at the meeting.

#### 2. Finances

*a. Vote to Ratify the FY20 June and FY21 July Transactions*

Ms. Rust provided a brief overview of the transactions for June of FY 2020 and July of FY2021.

Ms. Howe inquired about the RHSO membership fee and Ms. Rust provided a verbal breakdown of what services were included with the fee from her office.

Ms. Rust then discussed the breakdown of the detailed financial projections.

Mr. Riordan asked about what the planned expenditures were for FY2021. Ms. Rust noted the ongoing programs the Housing Trust was running which need to be supported.

Ms. Scotti asked if all the funding for the Emergency Rental Assistance Program (ERAP) had been expended and, if so, was there a way to replenish the funding for the program. Ms. Rust noted the Housing Trust would be discussing this topic in more detail later in the meeting.

Mr. Gentile made a motion to approve the FY2020 June and FY2021 July Transactions. Mr. Riordan seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye, and Ms. Scotti – Aye.

*b. Community Preservation Act (CPA) CP-3 Reporting*

Ms. Rust provided an overview of the CP-3 Reporting Form and noted the Housing Trust had two items related to this form: the 8 Eddy Street post-closing repairs and the funding support for the Coolidge at Sudbury Phase 2 residential project.

*c. FY22 CPA Request – Application due October 9, 2020*

Ms. Rust stated the Housing Trust should apply to receive an allocation of CPA funds to supplement their resources and indicated applications were due by October 9, 2020.

Ms. Howe noted the Housing Trust had waived their CPA funding request for the last two years in favor of the funds being designated to the Sudbury Housing Authority one year and support for the Coolidge at Sudbury Phase 2 project in another year.

There was then discussion regarding how much CPA funding the Housing Trust should request in their application.

Ms. Howe then recommended the Housing Trust discuss the ERAP before making a determination on how much CPA funding to request in their application.

At this time Ms. Cusolito left the meeting.

**3. Emergency Rental Assistance Program**

*a. Update: Six (6) Applicants, \$12,000 Committed, \$8,000 Open*

*b. Discussion on Renewal: October Last Rent for Most. Could Provide Two Months Renewal within Committed Funds.*

Ms. Howe discussed how the assistance money was being allocated and the number of households it was assisting.

Mr. Riordan stated he was supportive expanding the program beyond the assistance which was currently being provided. He noted in some of his personal charitable work, he had seen an increase in the amount of assistance being requested from members of the community. Mr. Riordan also indicated he was in favor of expanding the criteria by which a household would qualify to receive assistance from the program.

Ms. Cronin recommended the Housing Trust submit a CPA application with some general ideas about how the money would be used, to then refine those ideas at the Housing Trust's October 2020 meeting, and then submit a supplement to the CPA funding request application.

There was then discussion regarding which households the program could apply to and how much assistance could be provided to each household. It was noted the more restrictions/limitations there were on the program and how the funds could be used, the fewer number of households to which assistance could be provided.

Ms. Rust indicated households already participating in the program are asking if they could continue to remain in the program beyond the initial four months of assistance. Mr. Riordan recommended the ERAP assistance be extended beyond the initial four months because there is still a long road ahead before the pandemic has truly subsided. Ms. Rust indicated another \$4,000 would be needed to extend the current participants in the ERAP for another four months.

Mr. Riordan made a motion for the Housing Trust to allocate another \$19,000 to extend the Emergency Rental Assistance Program for another four (4) months and to allow for new households to enter the program, including a corresponding effort to do another round of marketing. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye, and Ms. Scotti – Aye.

There was further discussion regarding how to provide assistance to those households with financial needs particularly related to housing. The Housing Trust also discussed whether it would be more appropriate to submit one combined or two separate applications to the Community Preservation Committee for CPA funding.

Mr. Riordan made a motion for the Housing Trust, through the Regional Housing Services Office, to submit a CPA funding request application to the Community Preservation Committee to ask for 15% of the yearly CPA funding allocation for housing related programs for FY2022. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Abstain, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye, and Ms. Scotti – Aye.

#### **4. Resale Update**

##### *a. 18 Pinewood Avenue – Closing Planned for September 30, 2020*

Ms. Rust indicated the new buyer was excited to be moving into the community and the transaction process seemed to be moving along smoothly.

#### **5. Other Business**

##### *a. Sudbury Housing Authority Update*

Since Ms. Cusolito had left the meeting, the Housing Trust passed over their discussion on this item.

*b. Master Plan Update*

Mr. Duchesneau provided a brief update on the Master Plan update process, the status of the draft Volume 2 and 3 documents, and the next upcoming meeting where those draft documents would be discussed, which was the Planning Board meeting on September 16, 2020. He also noted a Virtual Open House for the Master Plan would be held sometime in the fall to gather comments from the public on the draft Volume 2 and 3 documents. Mr. Duchesneau believed an updated version of the Master Plan would be approved by the Planning Board sometime in late 2020.

*c. Town Meeting Update*

Mr. Duchesneau provided an update on some of the logistics regarding the upcoming Annual Town Meeting on September 12, 2020. He noted the scheduled start time, that no presentations would be made at the meeting as they had all been prerecorded and posted online, and the entire Town Meeting would be held outdoors at Lincoln-Sudbury Regional High School.

*d. Cold Brook Crossing Residential Development*

Mr. Duchesneau provided an update on the status of the permitting for the project. He indicated the Planning Board had approved the project at their August 12, 2020 meeting and were working on filing formal decisions with the Town Clerk in the near future.

**6. Upcoming Meeting Schedule: 2<sup>nd</sup> Thursday of Each Month at 8:00 AM: October 8, 2020, November 12, 2020, and December 10, 2020**

Ms. Howe inquired and no members indicated any issues with the proposed future meeting dates.

Ms. Rust provided an overview on the current WestMetro HOME Consortium activities and initiatives.

Mr. Riordan inquired about the status of the Town's Housing Production Plan and Mr. Duchesneau indicated the Planning and Community Development Department would be seeking Community Preservation Act funds to support completing an updated version of this plan.

At 9:57 AM, Mr. Gentile 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, Mr. Hummel – Aye, Mr. Riordan – Aye, and Ms. Scotti – Aye.