



# Town of Sudbury

## Housing Trust

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### MINUTES

OCTOBER 8, 2020 AT 8:00 AM

### VIRTUAL MEETING

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

**Housing Trust Members Absent:** Carmine Gentile and Susan Scotti

**Others Present:** 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. Cronin, as the Vice Chair, called the Housing Trust meeting to order at 8:13 AM.

#### 1. Minutes

*a. Approve Meeting Minutes of September 10, 2020*

Mr. Hummel made a motion to approve the minutes of September 10, 2020. Mr. Riordan seconded the motion. Roll Call Vote: Ms. Howe – Absent, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Hummel – Aye, and Mr. Riordan – Aye.

At this time Ms. Howe joined the meeting and assumed the duties as Chair.

#### 2. Housing Trust Operations

*a. Board Reorganization*

The members discussed interest in serving as Chair and/or Vice Chair.

Ms. Cronin made a motion to nominate Ms. Howe for Chair and Mr. Riordan for Vice Chair. Mr. Hummel second the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Hummel – Aye, and Mr. Riordan – Aye.

#### 3. Finances

*a. Vote to Ratify the FY21 August and September Transactions*

Ms. Rust provided a brief overview of the transactions for August and September of FY2021.

Mr. Riordan made a motion to approve the FY2021 August and September Transactions. Mr. Hummel seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Hummel – Aye, and Mr. Riordan – Aye.

*b. FY22 Community Preservation Act (CPA) Request – Application due October 9, 2020*

Ms. Rust noted an FY2022 15% housing allocation request would be made to contribute to the Housing Trust which would total \$388,500. Ms. Rust stated she was working on the Community Preservation Committee application form to submit it for the October 9, 2020 deadline the next day.

Mr. Riordan confirmed it would be up to the Community Preservation Committee and Town Meeting as to whether the amount would be allocated, and Ms. Rust indicated that was correct.

**4. Small Grant Program/Home Preservation Grant**

*a. Increase for Applicant #100, Home Preservation Unit*

Ms. Rust noted the Applicant was seeking an \$800 increase to their Small Grant/Home Preservation Grant for HVAC system upgrades and pointed out the how the Applicant had been awarded \$5,000 back in 2019. The grant funding increase would bring the Applicant's total award through the grant program to \$5,800.

Ms. Howe inquired about the necessity of the repairs and was curious to know if there were other repairs which would be a higher priority to the upgrades to the air conditioning system. Ms. Rust indicated there were no other higher priority repairs which were needed.

Ms. Howe stated if they were seeking improvements to the heating and air conditioning systems, she would like to fund the entire project.

Mr. Riordan made a motion to approve the request for \$5,800 of funding with approval for up to \$8,600 with confirmation the Applicant would be fixing/upgrading the heating system under the Home Preservation Grant. Ms. Howe seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Hummel – Aye, and Mr. Riordan – Aye.

**5. Emergency Rental Assistance Program (ERAP)**

*a. Update*

Ms. Rust stated her office was continuing to process ERAP applications and there were no new applications to date.

Mr. Riordan noted in his personal volunteer work, he had seen a significant increase in requests for rental assistance over the last few months.

Ms. Howe asked how long the ERAP would last at its current utilization rate. Ms. Rust indicated funding would last until approximately December or January.

At this time Mr. Duchesneau left the meeting.

**6. Resale Update**

*a. 18 Pinewood Avenue – Closed*

Ms. Rust stated the resale process of this Housing Trust Home Preservation unit had been completed on October 1, 2020.

*b. 6 Old County Road (Villages at Old County Road) – Unit 11*

Ms. Rust indicated the owner of this affordable dwelling unit had submitted a notice of intent to sell the unit and her office was now starting the resale process.

**7. Other Business**

*a. Sudbury Housing Authority Update*

Ms. Cusolito noted the Sudbury Housing Authority and Massachusetts Housing Partnership were conducting site walks to assess the feasibility of the Town properties under consideration for new housing construction. She also stated the Sudbury Housing Authority was recruiting for a new board member and was conducting outreach.

*b. Senate Bill Update*

Since Mr. Gentile was not in attendance, the Housing Trust decided to wait until a future meeting to discuss this item.

*c. Cold Brook Crossing Residential Development – Housing Trust Monitoring Agent*

Ms. Rust stated the next step for the Housing Trust would be to check in on the status of the Monitoring Agent for this project.

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

Ms. Rust noted the upcoming meeting schedule in November and December of 2020 for the Housing Trust.

At 9:30 AM, Ms. Howe 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. Hummel – Aye, and Mr. Riordan – Aye.