



# Town of Sudbury

## Housing Trust

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### MINUTES

**MARCH 11, 2021 AT 8:00 AM**

### VIRTUAL MEETING

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

**Housing Trust Members Absent:** Robert Hummel

**Others Present:** Director of Planning and Community Development Adam Duchesneau and Director of the Regional Housing Services Office (RHSO) Liz Rust

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

At this time Ms. Howe left the meeting due to technical difficulties and Mr. Riordan assumed the role of Acting Chair.

#### **1. Minutes: Approve Meeting Minutes of February 11, 2021**

Mr. Gentile made a motion to approve the minutes of February 11, 2021. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Absent, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Ms. Scotti – Aye.

#### **2. Karl Pops Membership Application to the Housing Trust**

Karl Pops of 74 Bay Drive was in attendance to discuss his possible appointment to the Housing Trust. He noted how housing was such an important issue in general and indicated he was interested in joining the Housing Trust to improve the state housing in Sudbury. Mr. Pops also noted his degree and background in architecture, which he felt would be an asset to the Trust.

At this time Ms. Howe rejoined the meeting.

Ms. Howe asked how long Mr. Pops had been living in Sudbury and Mr. Pops stated he had been in the community for about six months.

Ms. Dretler inquired about Mr. Pops' involvement in community engagement in the past, and Mr. Pops noted his experience in working with different projects and community involvement.

Ms. Cronin pointed out the background and experience of Mr. Pops outside of Sudbury, and noted this different perspective would be welcomed on the Housing Trust.

Mr. Gentile made a motion to recommend to the Select Board Karl Pops be appointed to the Housing Trust. Ms. Cronin seconded the motion.

Ms. Howe made a motion to amend the original motion to recommend Mr. Pops' appointment end with a term expiring at the end of May 2023. Mr. Gentile seconded the motion to amend the original motion.

Call Vote on both motions: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Ms. Scotti – Aye.

### **3. Finances**

*a. Vote to Ratify the FY21 October, November, December, and January Transactions*

*b. FY20 Audited Financial Statements*

Ms. Rust provided an overview of the finances from October, November, December, and January of FY2021, and a brief synopsis of the FY2020 audited financial statements.

Mr. Riordan inquired about the possible expansion of the Emergency Rental Assistance Program (ERAP) and wondered if any new applicants had been added to the program. Ms. Rust stated there had been new inquiries from people about joining the program but there were no new applicants.

Ms. Dretler made a motion to approve the FY2021 October, November, December, and January Transactions and the FY2020 Audited Financial Statements. Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Ms. Scotti – Aye.

*c. FY22 Community Preservation Act Funding Allocation Request – DRAFT Grant Agreement*

Ms. Rust provided an overview of the draft Grant Agreement. Mr. Duchesneau noted implementing these types of Grant Agreements for Community Preservation Act funding allocations was a somewhat new process in the last few years.

There was then discussion regarding some of the parameters of the Grant Agreement, in particular the language in section 2.c). This section stated the “funds shall not be used for expenses related to the administration and operation of the Recipient or for maintenance.” The Housing Trust members hoped they would be able to use the Community Preservation Act funds for the administration of their projects, which would be different from the operations of the Housing Trust. Ms. Rust noted this amount would only be between approximately \$2,000 and \$4,000.

Ms. Howe stated she was concerned about the limitations of the language in part 2.c) and how it might be interpreted when the Housing Trust pursued development projects. She noted if the Housing Trust was not able to use the funds for the administration of a program, this would be a big cost to the other funds the Trust currently held. Ms. Rust clarified the limitation on this appeared to only be for third party consultants.

The Housing Trust members all agreed they should request the Community Preservation Committee remove section 2.c) from the Grant Agreement, or have it modified to say the use of the funds for administrative costs related to proposed projects was permissible and/or have a cap placed on the use of the funds for administrative purposes.

Mr. Riordan and Ms. Rust volunteered to work with the Community Preservation Committee to make modifications to the draft Grant Agreement.

Ms. Dretler made a motion to authorize Mr. Riordan to work with Ms. Rust and Community Preservation Committee Chair Sherri Cline on proposed modifications to the language in the draft Housing Trust Community Preservation Act Funding Allocation Grant Agreement. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Ms. Scotti – Aye.

#### **4. 67-73 Nobscot Road – Possible Property Acquisition**

##### *a. Status Update and Discussion*

Ms. Howe provided a brief overview of the proposed project for the benefit of Mr. Pops and those in attendance.

Mr. Riordan indicated he, Ms. Cronin, and Mr. Duchesneau had met with Amy Lepak and Steven Swanger from the Sudbury Housing Authority to discuss the matter on February 18, 2021. Mr. Riordan stated both the Housing Trust and the Sudbury Housing Authority had committed \$10,000 each to explore this initiative in greater detail. He also noted it was determined these subcommittee meetings were public meetings and therefore they were following the Open Meeting Law requirements for these meetings. Mr. Riordan pointed out the regional council of the Boy Scouts is selling the 67-73 Nobscot Road property, as opposed to a local council.

Mr. Duchesneau added Town Counsel was now looking into the validity of the easements at the property and the subcommittee was preparing a draft scope to work to contact engineering firms to solicit their services to conduct site analysis work for the land.

Mr. Riordan reiterated it appeared the buildings on the site would likely need to be torn down and any new housing units would need to be new construction at the property.

Amy Lepak from the Sudbury Housing Authority noted there would be different points during the site analysis process for the property where, if necessary, the Housing Trust and Sudbury Housing Authority could stop and determine the property would not make sense for future development.

Mr. Duchesneau reiterated Town Counsel was now working on researching the easements at the property and he was hoping to have draft scope of work for the engineering firms for the subcommittee to review at their next meeting on March 18, 2021. As such, he was hopeful the subcommittee might be able to contact engineering firms with a proposal in the next few weeks.

## **5. Updated Master Plan: Review and Comments**

### *a. Final Drafts of Baseline Report, Master Plan, and Action Plan*

Ms. Rust indicated she had added this item to the agenda if members wanted to review and provide comments back to the Planning Board who was getting close to approving all of the final Master Plan documents.

Ms. Rust noted a discussion of the new WestMetro HOME Consortium Fair Housing Impediments Analysis would be on the Housing Trust's agenda for their next meeting. She was also hoping a member of the Housing Trust would be willing to participate in a subcommittee about the implementation of various items laid out in the analysis.

Mr. Riordan noted he would be sending Mr. Duchesneau an article from the Boston Globe regarding the Norwell Housing Trust. It discussed a piece of land the Norwell Housing Trust owned which they were looking to develop with affordable housing, similar to the Sudbury Housing Trust's interests in the 67-73 Nobscot Road property.

It was determined the next Housing Trust meeting would be held on Thursday, April 8, 2021 at 8:00 AM.

At 9:25 AM, Mr. Riordan made a motion to adjourn the meeting. Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Absent, Mr. Gentile – Aye, and Ms. Scotti – Aye.