



# Town of Sudbury

## Housing Trust

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### MINUTES

**JUNE 10, 2021 AT 8:00 AM**

### VIRTUAL MEETING

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

**Housing Trust Members Absent:** None

**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 8:04 AM.

#### **1. Minutes: Approve Meeting Minutes of May 13, 2021**

Ms. Cronin made a motion to approve the minutes of April 8, 2021. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Absent, Mr. Pops – Aye, and Ms. Scotti – Aye.

#### **3. Financial Update**

##### **o Vote to Ratify the FY21 March Transactions**

Ms. Rust indicated the materials for this were not included in the packets so this item would need to be taken up at a future meeting.

##### **o FY22 Budget Discussion**

Ms. Rust provided a summary overview of the budget and some of the specific items. She indicated the Housing Trust would need to determine if they wanted to shift some funding around to support different initiatives such as the 67-73 Nobscot Road property, the Emergency Rental Assistance Program, and the Small Grants Program. Ms. Howe indicated she would like to hold a special meeting at some point in the future to discuss some of these specific financial matters.

#### **4. Discussion/Update/Financial:**

##### **o 67-73 Nobscot Road – Engineering Consultant**

Mr. Riordan stated the subcommittee had a recommendation for which engineering consultant should conduct the site feasibility analysis for 67-73 Nobscot Road after an interview process. After considering all factors, the subcommittee arrived at a recommendation that Beals + Thomas be engaged to conduct the site feasibility analysis. Mr. Riordan also noted it was anticipated this site analysis would likely cost up to \$40,000 to conduct this work.

Amy Lepak, Chair of Sudbury Housing Authority, indicated they had approved up to \$25,000 of funding for the site analysis work.

Ms. Rust clarified the total amount the Housing Trust had allocated was \$30,000. She recommended the Housing Trust take a formal vote on the subcommittee's recommendation to engage Beals + Thomas as the preferred consultant.

Hank Rauch, property owner from the Mayflower Council representing the Boy Scouts, noted they had worked with Beals + Thomas in the past.

Ms. Howe noted a Memorandum of Understanding/Agreement would need to be developed with the Sudbury Housing Authority to have a clear understanding as to how the costs for the site feasibility analysis would be covered.

Ms. Scotti asked for a bit more clarification as to why Beals + Thomas was being recommended as the preferred consultant. Mr. Pops indicated all of the firms who submitted proposals were well qualified but Beals + Thomas offered a little more in certain areas of work at one of the most reasonable costs of all of the proposals submitted. Mr. Pops also added if things did not work out with Beals + Thomas he would be comfortable working with Bohler Engineering as well.

At this time Mr. Hummel joined the meeting.

Ms. Dretler made a motion to enter into negotiations with Beals + Thomas to conduct the site feasibility analysis for the 67-73 Nobscot Road property and to have Bohler Engineering as the second choice for a consultant. Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Pops – Aye, and Ms. Scotti – Aye.

Mr. Riordan noted the subcommittee would still prefer to be involved to address some items as they might arise along the way leading up to an executed contract. He also provided some comments regarding the current easement situation at the property based upon the research which had been conducted by Town Counsel.

Ms. Dretler was curious to know when the abutters to the property would be contacted to be informed the property was going to be analyzed. Ms. Howe indicated Steven Swanger on the Sudbury Housing Authority had volunteered to discuss with the abutters what would be happening at the 67-73 Nobscot Road property.

There was then discussion regarding the easements to the property and if there were any impediments to using those easements. It was clarified that the southwestern easement and access point provided full and reasonable access to the 67-73 Nobscot Road property, but the northeastern easement and access point may only be feasibly used for some type of secondary access.

## **2. Trust Meetings:**

- **Regular Meetings: 8:00 AM, July 8, 2021, August 12, 2021**
- **Schedule to Move Back to in Person**

There was discussion regarding the Open Meeting Law and the possible need to meet in-person moving forward. Mr. Gentile indicated the state senate would be voting that day on an extension of the Open Meeting Law provisions to allow virtual meetings until at least September of 2021. He also indicated if the next meeting was going to be held in-person, he might not be able to attend on July 8, 2021. Ms. Dretler and Mr. Riordan indicated they would have challenges attending in-person meetings in July and August. The Housing Trust members indicated they were supportive of continuing to conduct virtual meetings for as long as possible.

Mr. Riordan made a motion the Housing Trust Chair be authorized to indicate to the Select Board that the Housing Trust was in favor of continuing with virtual meetings as long as possible, acknowledging that there was pending legislation. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Pops – Aye, and Ms. Scotti – Aye.

- **Special Meeting: Schedule a planning meeting for discussion on FY22 programs including rental assistance, small grants, development, other?**

The Housing Trust determined their next meeting would be held on June 17, 2021 at 8:00 AM and the meeting would cover these various financial topics.

At this time Ms. Howe left the meeting and passed off Chair duties to Mr. Riordan.

## **4. Discussion/Update/Financial:**

- **Update on Habitat For Humanity Unit**

Ms. Rust provided a status update for the dwelling unit. She indicated a pipe had burst in the house and water had been running unnoticed or impeded for four months. Ms. Rust stated the right to access issues had been addressed and Habitat for Humanity was able to get into the unit. She noted the damage and disrepair inside the dwelling unit was extensive and the unit may need to be entirely renovated. Ms. Rust stated Habitat for Humanity was currently assessing the situation to determine what work needed to be done to rehabilitate the unit. Mr. Gentile noted that if the building was not a duplex, it sounded as though the Habitat for Humanity unit might just be a complete demolition. Ms. Rust indicated there was still \$180,000 remaining on the mortgage for the unit.

## **5. Small Grant Program**

- **Applicant 110 Review and Possible Vote (from March Grant Cycle)**

Ms. Rust indicated an application was received on March 30, 2021 and it was for a request for roof repair funding in the amount of \$5,000. It was noted three estimates had been submitted with the application. Mr. Riordan confirmed the homeowner would pay their money first if any funding was needed up front and that the Applicant could proceed with whichever estimate they preferred.

Mr. Gentile made a motion to award \$5,000 to Applicant 110 for the roof repair. Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Absent, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Pops – Aye, and Ms. Scotti – Aye.

#### **6. Rental Assistance**

The Housing Trust members decided they would take this matter up at their June 17, 2021 meeting.

#### **7. Board Operations: Member Appointments and Reappointments, Town Meeting**

Mr. Riordan noted Articles 32 and 33 were approved at the 2021 Annual Town Meeting which were the funding for the Housing Production Plan and the Town's annual Regional Housing Services Office Membership Fee.

#### **4. Discussion/Update/Financial:**

##### **○ Monitoring Agent Update: Westford and Maynard Resales, Cold Brook Crossing**

Ms. Rust noted various approvals, findings, and reviews had been occurring for each of these items and she wanted to credit Ms. Howe for continuing to advance these activities behind the scenes.

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