



Town of Sudbury

Housing Trust

HousingTrust@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
www.sudbury.ma.us/housingtrust

AGENDA

Thursday, August 12, 2021

8:00 AM

Virtual Meeting

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner:

Please click the link below to join the virtual Housing Trust Meeting:

<https://us02web.zoom.us/j/85164326118>

For audio only, call the number below and enter the Meeting ID on your phone keypad:

Call In Number: 978-639-3366 or 470-250-9358

Meeting ID: 851 6432 6118

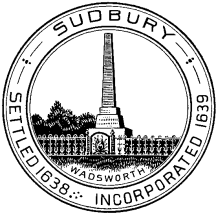
No in-person attendance of members of the public will be permitted and public participation in any public hearing conducted during this meeting shall be by remote means only.

Welcome and Announcements

1. Minutes: Approve Meeting Minutes of July 8, 2021, if presented
2. Discussion/Update/Financials: 67-73 Nobscot Road
3. Financial Update
 - Vote to Ratify the FY21 May transactions
4. Trust Developed Properties – updates if presented
 - Maynard Road
 - Dutton Road
 - Robbins Road
5. Trust Meetings
 - Regular Meetings at 8:00 AM: September 9, 2021 and October 14, 2021
6. Rental Assistance: Program closed for now.

Other or new Business

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



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DRAFT MINUTES

JULY 8, 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

Cynthia Howe - Aye, John Riordan - Aye, Kelley Cronin - Aye, Janie Dretler - Aye, Carmine Gentile – Aye (joined late), Robert Hummel - Aye, Karl Pops - Aye and Susan Scotti - Aye

Others Present: Planning and Community Development Beth Perry and Director of the Regional Housing Services Office (RHSO) Liz Rust, Pat Brown (resident, 34 Whispering Pine Road, 1-508-380-6097)

Ms. Howe called the meeting to order at 8:05 AM.

1. Minutes: Approve Meeting Minutes of June 10, 2021 and June 17, 2021

Mr. Riordan made a motion to approve the minutes of June 10, 2021 and June 17, 2021.

Roll Call Vote: Cynthia Howe - Aye, John Riordan - Aye, Kelley Cronin - Aye, Janie Dretler - Aye, Robert Hummel - Aye, Karl Pops - Aye and Susan Scotti - Aye

2. Finances

a. Vote to Ratify the FY21 March and April Transactions

1. Financial Update

a. Vote FY22 Budget

b. VOTE to accept lottery contracts, if presented

Ms. Rust provided an overview of the finances from March and April FY2021, and an overview of the balances view of the Trust financial outlook.

Mr. Riordan made a motion to ratify the FY2021 March and April transactions. Roll Call Vote: Cynthia Howe - Aye, John Riordan - Aye, Kelley Cronin - Aye, Janie Dretler - Aye, Robert Hummel - Aye, Karl Pops - Aye and Susan Scotti – Aye

The Trust then reviewed the proposed FY22 budget, and was approved after a short discussion.

Mr. Riordan made a motion to approve the FY2022 Budget. Roll Call Vote: Cynthia Howe - Aye, John Riordan - Aye, Kelley Cronin - Aye, Janie Dretler - Aye, Robert Hummel - Aye, Karl Pops - Aye and Susan Scotti – Aye

Ms. Rust provided an overview of the Lottery and Monitoring Agent contracts, with contracts in Natick and Sherborn for discussion and approval.

Mr. Riordan made a motion to accept the lottery contracts for Graystone Lane in Natick and Leland Farms in Sherborn. Roll Call Vote: Cynthia Howe - Aye, John Riordan - Aye, Kelley Cronin - Aye, Janie Dretler - Aye, Robert Hummel - Aye, Karl Pops - Aye and Susan Scotti – Aye

8:44 Carmen Gentile joined the meeting as a panelist, after waiting to be promoted (in zoom).

3. Trust Developed Properties.

Kelley Cronin led a discussion on potential drainage and settling issues reported by the homeowners at Maynard Road. Mr Riordan asked whether it was more of routine and regular maintenance issue, or structural. Ms Cronin had discussed the matter with the Trust consultant from the initial construction, and a proposal was offered for them to investigate and recommend corrective action. The Trust further discussed the services offered in the proposal, and concluded that they accept they proposal as written.

Mr. Riordan made a motion to accept the proposal by LAA for services related to Maynard Road. Roll Call Vote: Cynthia Howe - Aye, John Riordan - Aye, Kelley Cronin - Aye, Janie Dretler - Aye, Robert Hummel - Aye, Karl Pops - Aye and Susan Scotti – Aye

Mr Rust acknowledged the assistance that Karl Pops is providing for the roof repair at 58 Robbins Road.

4. 67-73 Nobscot Road – Possible Property Acquisition

The discussion started with a brief overview of the status by the Trust liaisons Kelley Cronin and John Riordan, and the current status of the site feasibility analysis.

The Housing Trust and Sudbury Housing Authority have agreed to cost sharing the feasibility analysis where each entity has agreed to contribute \$25,000 for these efforts. Through a selection process, Beals + Thomas was selected to conduct the site feasibility analysis work and they have been engaged with a formal agreement. Before a contract with Beals + Thomas is signed, a Memorandum of Understanding will be signed by the Trust and the Sudbury Housing Authority.

Ms Cronin reported that she had reached out to the neighbor for discussion and update, and had not done any wider outreach yet. She offered to draft a letter to the abutters with the Sudbury Housing Authority. Susan Scotti suggested to give advance notice to the Boy Scouts.

The Select Board has asked for an update on the project, and the Trust hoped to have the Memorandum of Understanding executed with the Sudbury Housing Authority, the contract with Beals + Thomas executed, and the abutter letter sent before the Select Board status update.

Mr. Riordan made a motion to enter into the cost-sharing Memorandum of Understanding with the Sudbury Housing Authority accept the proposal by LAA for services related to Maynard Road. Roll Call Vote: Cynthia Howe - Aye, John Riordan - Aye, Kelley Cronin - Aye, Janie Dretler - Aye, Carmen Gentile – Aye, Robert Hummel - Aye, Karl Pops - Aye and Susan Scotti – Aye

5. Citizen Comment

Pat Brown, of 34 Whispering Pine Road, asked to have the meeting materials posted to the town website in advance of the Trust meetings. Ms Brown also commented that any land acquisition by the Trust must be approved by the Select Board, and she suggested the Select Board should be apprised of the project.

At 9:37 AM, Mr. Riordan made a motion to adjourn the meeting. Mr. Riordan made a motion to accept the proposal by LAA for services related to Maynard Road. Roll Call Vote: Cynthia Howe - Aye, John Riordan - Aye, Kelley Cronin - Aye, Janie Dretler - Aye, Carmen Gentile – Aye, Robert Hummel - Aye, Karl Pops - Aye and Susan Scotti – Aye

**Sudbury Housing Trust
FY21Transactions**

Date	Post MO	Amount	Balance	Account	Description	Payer/Payee
7/1/20	Jul-20	\$0.00	\$0.00		Carryover 155,241.43	
5/11/21	May-21	\$3,000.00	\$126,853.49	Fee	Trail Ridge	Normandin
3/31/21	May-21	\$2.79	\$126,856.28	Interest	Interest Mar	Town of Sudbury
3/31/21	May-21	(\$255.32)	\$126,600.96	Interest	Interest Mar	Town of Sudbury
5/6/21	May-21	(\$88.48)	\$126,512.48	Salary	Payroll	Town of Sudbury
5/20/21	May-21	(\$88.48)	\$126,424.00	Salary	Payroll	Town of Sudbury
5/27/21	May-21	(\$500.00)	\$125,924.00	Expense	ERAP Expense	Avalon
5/27/21	May-21	(\$650.00)	\$125,274.00	Expense	ERAP Expense	Avalon
5/27/21	May-21	(\$350.00)	\$124,924.00	Expense	ERAP Expense	CCC Post Road
5/27/21	May-21	(\$350.00)	\$124,574.00	Expense	ERAP Expense	CCC Post Road
5/27/21	May-21	(\$800.00)	\$123,774.00	Expense	ERAP Expense	Jones
5/31/21	May-21	\$4,000.00	\$127,774.00	Expense	PO Encumbrance/ME release	
6/1/21	May-21	\$0.00	\$127,774.00		Balance to \$126,744	

**Sudbury Housing Trust
Financial Projection - Detail**

Description	Line#	FY07, FY08	FY18	FY19	FY20	FY21				FY22	Total
		Actual	Actual	Actual	Preliminary	Actual	Remaining	Projected	Planned	Projected	
Housing Unit Creation											
Cumulative #units created	1	2	14	14	14						
Cumulative per unit subsidy of created units	2	\$144,116	\$181,812	\$181,812	\$181,812						
Annual #Trust Created Units	3	2	0	0	0						
Annual \$Trust Created Units	4	\$288,231	\$0	\$0	\$0						
Total subsidy of created units	5	\$288,231	\$2,545,366	\$2,545,366	\$2,545,366						
#Trust Assisted Units	6	0	70	126	126						
\$Trust Assisted Units	7	\$0	\$400,000	\$650,000	\$650,000						
Cumulative per unit subsidy of assisted units	8	\$0	\$5,714	\$5,158.73	\$5,158.73						
Detailed Statement of Revenues and Expenditures											
Carry Forward	10	\$0	\$458,472	\$282,346	\$222,566	\$155,241	\$0	\$155,241	\$181,406	\$114,451	
Fees - 712543/430000	20	\$53,066	\$36,349	\$81,068	\$70,332	\$84,615	\$7,000	\$91,615	\$93,450	\$102,030	\$895,958
Sudbury Resales	25	\$0	\$0	\$1,500.00	\$5,382	\$10,675	\$0	\$10,675		\$5,000	\$25,199
External Contracts (sum of below)	30	\$49,600	\$36,349	\$79,568	\$64,950	\$73,940	\$7,000	\$80,940		\$97,030	\$858,939
Bedford Woods	31			\$2,000			\$0	\$0		\$12,200	\$14,200
Harvard - Pine Hill Village	32				\$4,200	\$5,000	\$1,500	\$6,500		\$10,500	\$21,200
Lexington Meadows	33					\$1,000	\$1,000	\$2,000		\$8,000	\$10,000
Medford Wellington Woods	34		\$1,000		\$1,000	\$9,000	\$0	\$9,000		\$14,000	\$36,000
Holliston - Holliston Trust	35				\$1,000		\$0	\$0		\$5,000	\$6,000
Holliston - Village Green	36		\$1,000	\$1,000			\$0	\$0		\$11,000	\$13,000
Hopkinton	37			\$1,000			\$0	\$0		\$6,500	\$7,500
Rental Recertification: Messenger, Corey St	38		\$1,000	\$7,650	\$3,750	\$3,650	\$0	\$3,650		\$3,750	\$40,800
Monitoring - MassHousing, Cold Brook	39					\$20,790	\$0	\$20,790		\$24,080	\$44,870
Harvard - Trail Ridge	40			\$20,000	\$3,500	\$3,000	\$1,500	\$4,500		\$2,000	\$42,500
Acton - PO Crossing	41			\$4,000	\$4,000	\$8,000	\$0	\$8,000			\$16,500
Reading - Postmark Sq	42		\$1,000		\$9,000	\$17,000	\$0	\$17,000			\$27,000
Sherborn - Fields	43		\$1,000		\$10,500	\$6,500	\$3,000	\$9,500			\$21,000
Weston Brook School	44		\$4,050	\$2,000	\$1,000		\$0	\$0			\$48,803
Completed	299	\$49,600	\$27,299	\$44,918	\$27,000			\$0			\$592,135
CPA/Financing - 712549/497000	30	\$385,000	\$4,397	\$212,500	\$0	\$0.00	\$0.0	\$0	\$220,000	\$388,500	\$3,153,393
Other	315	\$0	\$4,397	\$0.00	\$0.00	\$0.00	\$0.0	\$0		\$0	\$3,897
CPA	32	\$385,000	\$0	\$212,500	\$0	\$0	\$0.0	\$0	\$220,000	\$388,500	\$3,148,996
Escrow Deposits - 712548/481000	40		-\$20,000	\$0.00	\$0.00	\$0.00	\$0.0	\$0		\$0	\$0
Interest - 712548/482000, 712548/489000	41	\$17,491	\$4,702	\$12,623	\$16,311	\$796	\$799	\$1,595	\$11,000	\$2,000	\$69,262
Expenditures - 712557/522100	50	-\$56,136	-\$199,375	-\$365,641	-\$153,032.88	-\$110,806	-\$20,695	-\$131,501	-\$332,000	-\$502,500	-\$4,010,495
Legal/Parcel Feasibility	52		\$0	\$0	\$0	\$0	\$0	\$0		-\$30,000	-\$33,600
RHSO/Other Contract Assistance	54		-\$32,376	-\$37,611	-\$42,416	-\$44,525	\$0	-\$44,525		-\$45,000	-\$261,796
Programs - sum of below	56	-\$48,800	-\$143,176	-\$313,346	-\$97,326	-\$53,476	-\$19,500	-\$72,976		-\$413,500	-\$3,354,553
Undesignated	560	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Development/Nobscot	561	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-\$288,500	-\$288,500
Program - Small Grants	562	\$0	-\$31,829	-\$7,000	-\$16,900	-\$4,286	\$0	-\$4,286		-\$25,000	-\$240,126
Program - ERAP	563				\$0	-\$40,500	-\$19,500	-\$60,000		-\$100,000	-\$160,000
Project - H4H,Dutton Road	564	-\$11,920	\$0	\$0	\$0	\$0	\$0	\$0		\$0	-\$48,249
Project - Grant: Coolidge/SHA	565	\$0	\$0	-\$250,000	-\$50,000	\$0	\$0	\$0		\$0	-\$450,000
Project - Home Preservation	566	-\$22,130	-\$2,472	-\$41,634	-\$30,426	-\$8,690	\$0	-\$8,690		\$0	-\$1,298,898
Lottery Expense (sum of below)	57	-\$6,622	-\$11,632	-\$13,083	-\$13,291	-\$12,805	-\$1,195	-\$14,000		-\$14,000	-\$237,809
Advertising/Insurance	571	-\$6,622	-\$11,632	-\$13,083	-\$13,291	-\$12,805	-\$1,195	-\$14,000		-\$14,000	-\$176,881
Trust portion of Salaries - 712551/511100	60	-\$7,306	-\$2,199	-\$2,330.20	-\$934.79	-\$2,072	-\$428	-\$2,500	-\$2,500	-\$2,500	-\$222,009
Ending Balance	70	\$392,115	\$282,346.19	\$220,566.41	\$155,241.43	\$127,774	-\$13,323	\$114,451	\$171,356	\$101,980	

MUNICIPAL AFFORDABLE HOUSING TRUST

Annual Report to the Community Preservation Committee (CPC)

Municipal Affordable Housing Trusts (MAHT) created under MGL Chapter 44, section 55c are required to report Community Preservation Act (CPA) expenditures to the CPC on an annual basis. This form can be used to list CPA expenditures and should be filed with the municipal official responsible for completing the CPA Projects Report (CP-3). *Since the CP-3 is due to the Department of Revenue by September 15, this form should be submitted to the CPC by September 1 or another agreed upon date.*

TRUST NAME: Sudbury Housing Trust **FISCAL YEAR:** FY21

YOUR NAME: Elizabeth Rust **EMAIL:** Liz@RHSOhousing.org

PHONE NUMBER: Phone number

PROJECT #1	
Project name	Emergency Rental Assistance Program
Project address	Various
Approval date	FY2021
Project status	Completed
Description	Provide Emergency Rental Assistance payments to eligible tenants

Does this phase of the project include acquiring real property (such as ownership of land or buildings) or acquiring a real property interest (a legal interest in land such as an affordable restriction)? Yes or No.

HOUSING UNITS ANTICIPATED or CREATED	
Number of new units created	0
Number of units supported	0
LAND	
Number of acres acquired for housing	Number of acres.
AFFORDABLE PROJECT RESTRICTIONS FOR THIS PROJECT	
Entity holding restriction	Name of entity holding restriction.
Date recorded	Date restriction was recorded.
Book and page of restriction	Enter book/page here.
Registry of Deeds	Middlesex County
<i>If no restriction, please explain why.</i>	If no restriction, please explain why.

CPA PROJECT FUNDS FROM MAHT = \$41,000

Other Municipal Funds = Enter dollar amount. Private Donations = Enter dollar amount.

State Funds = Enter dollar amount. Federal Funds = Enter dollar amount.

Other Funds = Enter dollar amount. Please describe other funding: Enter other funding sources.

TOTAL PROJECT COST = \$41,000 (FY21)

Created by MHP with support from The Kuehn Charitable Foundation.



Dear Neighbor,

Recently the Boy Scouts approached the Sudbury Housing Trust about part of their property on Nobscot Road that has multiple residential properties on it which are currently vacant. We are writing to you because you are an abutter to the Boy Scout parcel that has homes on it to let you know the Sudbury Housing Trust and Sudbury Housing Authority are doing a feasibility analysis to see if these existing homes can be renovated or rebuilt for affordable housing.

You may know that there is a conservation restriction on the Boy Scout Reservation on Nobscot Road. The Scout Reservation spans the Sudbury/Framingham border, and the conservation restriction includes approximately 29 acres of the Sudbury portion of the property. A small portion of that parcel, approximately 5.4 acres which is not under the conservation restriction, is in the very preliminary stages of review to ascertain its appropriateness for this use.

Before any conveyance action is taken on the property, it will need to go through an extensive public planning process which will include, at a minimum, the following:

- Soil testing to assess suitability for septic;
- Review of relevant wetlands restrictions;
- ***Discussion with abutters throughout the development process*** to gather ideas and discuss concerns
- Preparation of conceptual site plans, including potential location of buildings, driveway locations, setbacks, etc;
- Preparation of a development budget;
- Preparation of proposals for funding to local, state, and other potential funders; and
- Meetings with the Planning Board, the ZBA, the Conservation Commission, the Finance Committee, the Select Board, and other relevant Town entities to seek input into and approval of the proposed site plan.

The two housing committees have asked an engineering firm to review the property and see if it is feasible to rehab or rebuild where the existing homes are. You may see some activity there over the next couple months. If it is determined it is financially feasible to build housing on the site, we will invite you to a meeting with both committees to get your input.

If you have any questions, please feel free to contact us at the number below.

Sincerely,

Steve Swanger

Steve Swanger, Member
Sudbury Housing Authority
978-460-2218

Kelley Cronin

Kelley Cronin, Member
Sudbury Housing Trust
978-443-4497

MEMORANDUM OF AGREEMENT

67-73 Nobscot Road, Sudbury, MA

This Memorandum of Agreement (“MOA”) is dated as of the 30th day of July, 2021 and is by and between the Trustees of the Sudbury Housing Trust, a municipal housing trust established pursuant to G.L. c. 44, s. 55C, having an address of 278 Old Sudbury Road, Sudbury, MA 01776 (the “Trust”), and the Sudbury Housing Authority, established pursuant to G.L. c. 121B, having an address of 55 Hudson Road, Sudbury, MA 01776 (the “Authority”). The Trust and the Authority shall be together referred to herein as the “Parties”.

WHEREAS, the Parties have been made aware of a potential opportunity to acquire real property known and numbered as 67-73 Nobscot Road, Sudbury (the “Property”) for affordable housing purposes; and

WHEREAS, in connection with the potential acquisition of the Property, the Parties desire to conduct certain investigations and due diligence on the Property; and

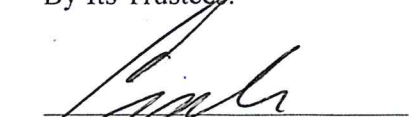
WHEREAS, the Trust and the Authority desire to share the costs of such investigations and due diligence on the Property and desire to set forth herein the agreement between the Parties with respect to such cost sharing,

NOW THEREFORE, the Parties agree as follows:

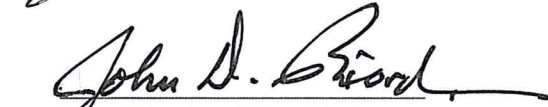
1. Subject to the mutual agreement of the Parties, the Trust or the Authority may contract with such parties as may be qualified in order to have performed site feasibility and analysis, environmental investigation and analysis, title examinations, and such other investigation and due diligence on the Property, including legal services, as may be necessary or appropriate in order to evaluate whether to acquire the Property (collectively, the “Due Diligence”). Due diligence shall include legal fees reasonably incurred by the Town of Sudbury in connection with the Property.
2. The Trust agrees to be responsible for 50% of the cost of the Due Diligence up to a maximum amount of \$25,000.00.
3. The Authority agrees to be responsible for 50% of the cost of the Due Diligence up to a maximum amount of \$25,000.00.
4. The Trust and the Authority each agree to remit or otherwise make available to the other (or to the Town of Sudbury in the case of legal fees), its proportionate share of the cost of the Due Diligence performed within 30 days of receipt of an invoice for the services rendered.

(Signature page follows.)

SUDBURY HOUSING TRUST
By Its Trustees:



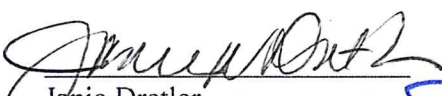
Cynthia Howe, Chair




John Riordan, Vice Chair




Kelley Cronin



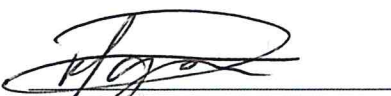
Janie Dretler




Carmine Gentile



Robert Hummel

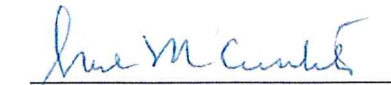


Karl Pops



Susan Scotti

SUDBURY HOUSING AUTHORITY
By Its Executive Director:



Sheila M. Cusolito