

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, November 18, 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

Board Operations

1. Minutes: Approve Meeting Minutes of October 14, 2021, if presented
2. Financial Update
 - Vote to Ratify the FY21 August and September Transactions
 - FY23 RHSO Fee - Vote
 - American Rescue Plan Act (ARPA) Funds request
3. Housing Trust Meetings
 - Note upcoming Meetings, 8:00 AM: December 9, 2021, January 13, 2022

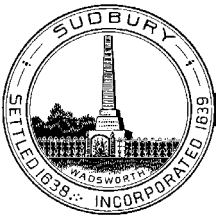
Housing Trust Initiatives

4. Dutton Road – update, and next steps
5. Home Preservation Grants
 - Two grants for possible award
6. Rental Assistance - Discussion
7. Small Grant Program – Green Building Resources
8. 67-73 Nobscot Road – Site Feasibility Analysis Update

Public Comment

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

OCTOBER 14, 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, and Susan Scotti

Housing Trust Members Absent: Karl Pops

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

Ms. Howe called the meeting to order at 8:02 AM.

At this time Ms. Cronin joined the meeting.

1. Minutes: Approve Meeting Minutes of September 9, 2021, if presented

Mr. Gentile made a motion to approve the minutes of September 9, 2021. Mr. Riordan seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Ms. Scotti – Aye.

2. Financial Update

○ Vote to Ratify the FY21 July Transactions

Ms. Rust provided a brief overview of what the transactions entailed, noting the reports were as of the end of July 2021.

Ms. Dretler made a motion to ratify the FY21 July Transactions. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Ms. Scotti – Aye.

○ Community Preservation Act (CPA) Funding Request

Mr. Duchesneau provided an overview of the topic. He indicated there was not going to be a Housing Trust allocation Community Preservation Act funding request, but the Town of Sudbury had submitted a Community Preservation Act funding request for \$30,000 to cover a portion of the Regional Housing Services Office membership fee. The Housing Trust would be responsible for covering the remaining amount of the Regional Housing Services Office membership fee, which was estimated to be \$48,000, but Ms. Rust was still finalizing the exact amount.

Ms. Howe noted she, Ms. Rust, and Mr. Duchesneau had briefly discussed this, and determined the Housing Trust did not have a reason to file a Community Preservation Act funding application for FY 23.

Amy Lepak from the Sudbury Housing Authority indicated the Sudbury Housing Authority was submitting a Community Preservation Act funding application which would request their organization receive the 10% community housing funding allocation.

○ American Rescue Plan Act (ARPA) Funds Discussion

Ms. Rust noted it was permissible to use ARPA funds for affordable housing purposes, but it was unclear exactly which particular affordable housing activities the money could be used for. She wondered if the Housing Trust would have any specific requests for which to use ARPA funds.

Ms. Dretler was hoping if anything was brought forward for funding it would be a broad list of projects. She noted that because this was a federal grant the Select Board was responsible for accepting the grant and determining how the money would be spent.

Ms. Howe noted she had contacted the Town Social Worker who had already been compiling a list of needs in the community, some of which were housing related.

There was discussion regarding which projects might already be on the list the Town Manager was compiling to present to the Select Board at their mid-November 2021 meeting. Mr. Riordan wondered if the Housing Trust should submit a project funding request as a placeholder for a project as a funding need may materialize within the next month.

5. Lottery/Monitoring

○ Cold Brook Crossing

Ms. Rust noted there was no real update on this matter but she had placed it on the agenda in case Housing Trust members had any questions. She indicated some details with the Department of Housing and Community Development were still being worked out and unit marketing had not yet commenced.

6. 67-73 Nobscot Road – Site Feasibility Analysis Update

Mr. Duchesneau provided an update on Beals + Thomas' work to this point. He indicated the wetlands had been delineated, topography was identified, unit sizes were being considered, and Beals + Thomas was now working to develop some rough site plans to figure out what could possibly be constructed at the site.

Mr. Riordan was hoping to receive some type of rough determination in terms of the number of units the site could support. Mr. Duchesneau noted he had been in touch with the consultants to provide some high level guidance on this topic.

Ms. Cronin stated outreach letters had been sent to all of the neighbors in the area and no calls back had been received.

4. Housing Trust Items

- Discussion of Legal Opinion re Declaration of Trust

Mr. Duchesneau provided an overview of how the local bylaw had not been implemented, therefore, in the opinion of Town Counsel, the full oversight authority on the actions of the Housing Trust had not been enacted. He indicated the Select Board was going to work with Town Counsel to develop the local bylaw to ensure the extra provisions were enforceable. Ms. Howe inquired if any action was required by the Housing Trust at this time and Mr. Duchesneau stated he did not believe so, but would keep the Housing Trust members informed with any information which was brought to his attention. It was noted the Housing Trust had been operating to date as if all of the provisions of the Declaration of Trust were completely enforceable.

There was also discussion regarding the proposed redlined edits to the Declaration of Trust which had been submitted by a resident.

At this time Mr. Riordan left the meeting.

Pat Brown of 34 Whispering Pine Road inquired if the responsibility for covering any debt would fall to the Town of Sudbury or devolve to the Housing Trust members. Ms. Rust indicated this was a legal question for Town Counsel to opine upon.

- Staffing

Mr. Duchesneau stated the proposed Community Preservation Coordinator position would be 35 hours per week, with approximately 20 hours per week allocated for Community Preservation Committee tasks and 15 hours per week for Housing Trust tasks. Mr. Duchesneau indicated he was receiving positive feedback about the proposed position and it was tracking for consideration as part of the budget at the May 2022 Annual Town Meeting.

Mr. Riordan rejoined the meeting at this time.

Mr. Hummel expressed concerns about the hiring market and hoped the situation would improve if/when hiring for the proposed new position would occur.

There was then discussion regarding where the Housing Trust's portion of the Regional Housing Services Office membership fee would come from. Ms. Rust indicated the Housing Trust's share was paid through the housing lottery work the Regional Housing Services Office performed on behalf of the Housing Trust.

Mr. Gentile made a motion for the Housing Trust to support the proposed new Community Preservation Coordinator position with dedicated time split between the Housing Trust and Community Preservation Committee. 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, and Ms. Scotti – Aye.

3. Housing Trust Meetings

- Note Upcoming Meetings, 8:00 AM: November 18, 2021 and December 9, 2021
Ms. Howe noted the above future meeting dates and asked the Housing Trust members to mark their calendars accordingly.

At this time Ms. Scotti left the meeting.

7. Small Grants Program

The Housing Trust members agreed to postpone discussion of this topic to a future meeting.

8. Rental Assistance

The Housing Trust members agreed to postpone discussion of this topic to a future meeting.

Public Comment

There were no public comments.

Other or New Business

Ms. Dretler made a motion for Mr. Riordan to work on memo with Ms. Rust regarding ARPA funding ideas for projects to be submitted to the Town Manager, Select Board, and other entities through the Chair. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Ms. Scotti – Absent.

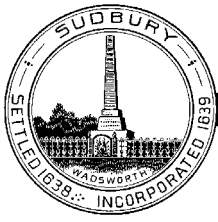
At 9:25 AM, Ms. Dretler made a motion to adjourn the meeting. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Ms. Scotti – Absent.

**Sudbury Housing Trust
FY22 Transactions**

Date	Post MO	Amount	Balance	Account	Description	Payer/Payee
7/1/21	Jul-21	\$129,310.94	\$129,310.94		Carryover 129,310.94	
8/1/20	Jul-21	\$0.00	\$474,025.60		Balance to \$474,025.60	
8/12/21	Aug-21	(\$86.49)	\$473,939.11	Salary	Payroll	Town of Sudbury
8/26/21	Aug-21	(\$86.49)	\$473,852.62	Salary	Payroll	Town of Sudbury
8/31/21	Aug-21	\$1,347.71	\$475,200.33	Interest	Interest Aug	Town of Sudbury
8/31/21	Aug-21	(\$231.90)	\$474,968.43	Interest	Interest Aug	Town of Sudbury
8/2/21	Aug-21	\$2,000.00	\$476,968.43	Fee	Bedford Woods	Village at Bedford Woo
8/2/21	Aug-21	\$4,940.00	\$481,908.43	Fee	Westford Closing	Kris Law LLC
8/5/21	Aug-21	\$1,764.00	\$483,672.43	Other	Nobscot legal fee	SHA
8/19/21	Aug-21	(\$278.40)	\$483,394.03	Expense	Lottery Expense	Gatehouse
8/19/21	Aug-21	(\$350.00)	\$483,044.03	Expense	ERAP	CCC Post Road
8/26/21	Aug-21	(\$851.25)	\$482,192.78	Expense	Nobscot Engineering	KPLaw
8/19/21	Aug-21	\$425.62	\$482,618.40	Other	Nobscot Engineering	SHA
9/1/20	Aug-21	\$0.00	\$482,618.40		Balance to \$482,618.40	
9/9/21	Sep-21	(\$86.49)	\$482,531.91	Salary	Payroll	Town of Sudbury
9/23/21	Sep-21	(\$86.49)	\$482,445.42	Salary	Payroll	Town of Sudbury
9/30/21	Sep-21	(\$1,573.75)	\$480,871.67	Expense	Nobscot feasibility	Beales & Thomas
9/30/21	Sep-21	(\$5,508.00)	\$475,363.67	Expense	SHT Insurance	Cabot Insurance
9/1/21	Sep-21	\$1,000.00	\$476,363.67	Fee	Graystone deposit	Trask
9/15/21	Sep-21	\$1,750.00	\$478,113.67	Fee	Messenger Woods Recert	Messenger Woods
9/30/21	Sep-21	\$786.88	\$478,900.55	Other	Nobscot	SHA
9/30/21	Sep-21	\$129.05	\$479,029.60	Interest	Interest Aug	Town of Sudbury
9/30/21	Sep-21	(\$63.20)	\$478,966.40	Interest	Interest Aug	Town of Sudbury
10/1/21	Sep-21	\$0.00	\$478,966.40		Balance to \$478,966.40	

Sudbury Housing Trust
Financial Projection - Detail

		FY07, FY08	FY09	FY10	FY11	FY12		FY20	FY21		FY22				Total
Description	Line#	Actual	Actual	Actual	Actual	Actual		Actual	Actual	Planned	Actual	Remaining	Projected	Planned	
Housing Unit Creation															
Cumulative #units created	1	2	6	6	7	8		14	14						
Cumulative per unit subsidy of created units	2	\$144,116	\$115,150	\$0	\$123,952	\$129,700		\$181,812	\$181,812						
Annual #Trust Created Units	3	2	4	0	1	1		0	0						
Annual \$Trust Created Units	4	\$288,231	\$402,669	\$0	\$176,767	\$169,933		\$0	\$0						
Total subsidy of created units	5	\$288,231	\$690,900	\$690,900	\$867,667	\$1,037,600		\$2,545,366	\$2,545,366						
#Trust Assisted Units	6	0	0	0	0	6		126	126						
\$Trust Assisted Units	7	\$0	\$0	\$0	\$0	\$150,000		\$650,000	\$650,000						
Cumulative per unit subsidy of assisted units	8	\$0	\$0	\$0	\$0	\$25,000		\$5,158.73	\$5,159						
Detailed Statement of Revenues and Expenditures															
Carry Forward	10	\$0	\$392,115	\$774,659	\$789,313	\$839,896		\$222,566	\$155,241	\$181,406	\$129,310.94	\$0	\$129,311	\$98,989	
Fees - 712543/430000	20	\$53,066	\$25,439	\$63,096	\$90,886	\$71,973		\$70,332	\$89,115	\$93,450	\$16,613	\$102,849	\$119,462	\$102,030	\$910,891
Resales	25	\$0	\$0	\$0	\$0	\$0		\$5,382	\$10,675			\$10,000	\$10,000		\$30,199
External Contracts (sum of below)	30	\$49,600	\$23,770	\$61,228	\$89,031	\$70,331		\$64,950	\$78,440		\$16,613	\$92,849	\$109,462		\$868,872
Bedford Woods	31								\$2,000		\$2,000	\$10,200	\$12,200		\$14,200
Harvard - Pine Hill Village	32							\$4,200	\$5,000			\$15,000	\$15,000		\$24,200
Lexington Meadows	33								\$2,000			\$8,000	\$8,000		\$10,000
Natick Graystone Lane	34										\$1,000	\$8,500	\$9,500		\$9,500
Medford Wellington Woods	35							\$1,000	\$9,000			\$14,000	\$14,000		\$36,000
Holliston - Holliston Trust	36							\$1,000				\$5,000	\$5,000		\$6,000
Holliston - Village Green	37											\$11,000	\$11,000		\$12,000
Rental Recertification: Messenger, Corey St	38							\$3,750	\$3,650		\$1,750	\$1,600	\$3,350		\$32,750
Monitoring - MassHousing, Cold Brook	39								\$20,790		\$9,863	\$19,549	\$29,412		\$50,202
Harvard - Trail Ridge	40							\$3,500	\$4,500		\$2,000	\$0	\$2,000		\$22,500
Completed	299	\$49,600	\$23,770	\$61,228	\$89,031	\$70,331		\$51,500	\$31,500				\$0		\$651,520
CPA/Financing - 712549/497000	30	\$385,000	\$750,000	\$208,000	\$180,000	\$190,000		\$0	\$0.00	\$220,000	\$388,500	\$0	\$388,500	\$388,500	\$3,153,393
Other	315	\$0	\$0	\$0	\$0	\$0		\$0.00	\$0.00				\$0	\$0	\$3,897
CPA	32	\$385,000	\$750,000	\$208,000	\$180,000	\$190,000		\$0	\$0	\$220,000	\$388,500	\$0	\$388,500	\$388,500	\$3,148,996
Escrow Deposits - 712548/481000	40							\$0.00	\$0.00		\$0	\$0	\$0	\$0	\$0
Interest - 712548/482000, 712548/489000	41	\$17,491	\$8,812	\$3,756	\$1,097	\$6,733		\$16,311	\$638	\$11,000	\$972	\$1,028	\$2,000	\$2,000	\$68,305
Expenditures - 712557/522100	50	-\$56,136	-\$370,919	-\$222,951	-\$186,444	-\$463,212		-\$153,032.88	-\$113,434	-\$332,000	-\$55,824	-\$449,265	-\$505,089	-\$502,500	-\$3,992,428
Legal/Parcel Feasibility	52					\$0		\$0	\$0				\$0	-\$30,000	-\$33,600
RHSO/Other Contract Assistance	54							-\$42,416	-\$44,525		-\$44,889	\$0	-\$44,889	-\$45,000	-\$261,796
Programs - sum of below	56	-\$48,800	-\$362,999	-\$209,832	-\$152,209	-\$438,161		-\$97,326	-\$57,704		-\$5,149	-\$469,051	-\$474,200	-\$413,500	-\$3,339,281
Undesignated	560	\$0	\$0	\$0	\$0	\$0		\$0	\$0			-\$318,500	-\$318,500	-\$288,500	-\$288,500
Development/Nobscot	561	\$0	\$0	\$0	\$0	\$0		\$0	-\$3,528		\$551	-\$25,551	-\$25,000	\$0	-\$28,528
Program - Small Grants	562	\$0	-\$17,524	-\$12,821	-\$27,224	-\$9,574		-\$16,900	-\$4,286		-\$5,000	-\$25,000	-\$30,000	-\$25,000	-\$240,126
Program - ERAP	563							\$0	-\$41,200		-\$700	-\$100,000	-\$100,700	-\$100,000	-\$141,200
Project - H4H,Dulton Road	564	-\$11,920	-\$16,085	-\$20,244	\$0	\$0		\$0	\$0			\$0	\$0	\$0	-\$48,249
Project - Grant: Coolidge/SHA	565	\$0	\$0	\$0	\$0	-\$150,000		-\$50,000	\$0			\$0	\$0	\$0	-\$450,000
Project - Home Preservation	566	-\$22,130	-\$19,420	-\$176,767	-\$1,345	-\$168,588		-\$30,426	-\$8,690			\$0	\$0	\$0	-\$1,298,898
Lottery Expense (sum of below)	57	-\$6,622	-\$5,849	-\$9,888	-\$11,085	-\$7,508		-\$13,291	-\$11,205		-\$5,786	\$19,786	\$14,000	-\$14,000	-\$235,015
Advertising/Insurance	571	-\$6,622	-\$4,584	-\$8,888	-\$11,085	-\$5,508		-\$13,291	-\$11,205		-\$5,786	\$19,786	\$14,000	-\$14,000	-\$174,086
Trust portion of Salaries - 712551/511100	60	-\$7,306	-\$30,789	-\$37,247	-\$34,957	-\$7,660		-\$934.79	-\$2,249	-\$2,500	-\$605	-\$1,895	-\$2,500	-\$2,500	-\$224,258
Ending Balance	70	\$392,115	\$774,659	\$789,313	\$839,896	\$617,881		\$155,241.43	\$129,310.94	\$171,356	\$478,966.40		\$131,684.34	\$86,519.00	



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October 25, 2021

To: Sudbury Select Board, Town Manager Henry Hayes
From: John Riordan, Vice-Chair, Sudbury Housing Trust
CC: Cynthia Howe, Chair, Sudbury Housing Trust
RE: Sudbury Housing Trust ARPA Funds request

The Sudbury Housing Trust (the “Trust”) appreciates the Select Board’s interest in asking for ideas on the town’s use of state allocated American Rescue Plan Act (“ARPA”) funds.

With respect to housing, an affirmatively stated priority need under ARPA, we understand that program requirements limit use of ARPA funds to specified Qualifying Census Tracts for uses such as preservation or creation of affordable housing units. Assuming that Sudbury does not include designated Qualified Census Tracts, the Trust has not included housing creation in this request. If this assumption is not correct, please let us know.

The Trust does request funds to help residents cost burdened and/or at risk for homelessness due to a decrease in income due to COVID. The Trust proposes funding the following programs with state allocated ARPA funds:

1. Tenant rental assistance program for residents impacted by COVID (\$125k):
2. COVID Small Grant Program for deferred maintenance due to COVID loss of income, available to homeowners and small landlords (\$75k):
3. Mortgage Assistance program (\$75k), providing two months of mortgage principal assistance; and

In each of these program ideas, the applicant will be evaluated for eligibility under specified income limits where the applicant is cost burdened (spending more than 30% on housing), their income has decreased due to COVID, and certain other program requirements.

The Trust is well positioned to implement these program ideas, as they are similar to existing programs successfully developed and managed by the Trust during the ongoing COVID crisis. In addition the Trust has access to the Regional Housing Services Office which provides similar program design and administration for other neighboring communities. Total funding of this request for meeting these critical local housing needs would be approximately 5% of the state allocated ARPA funds to Sudbury.

The Trust thanks the Select Board and the Town Manager for considering this request.



Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston

Office Address: 37 Knox Trail, Acton, MA 01720
Phone: (978) 287-1092

Website: WWW.RHSOhousing.org
Email: INFO@RHSOhousing.org

November 11, 2021

From: Liz Rust

RE: 490 Dutton Road

As discussed previously, the home at 490 Dutton is in serious disrepair. Aside from neglect, there was a water pipe burst, that went undetected for some period. This left damage, and mold.

Habitat continues to await to hear from the insurance company, for the results of their claim, especially to remediate the mold.

Habitat has prepared a scope of work for repair totaling ~\$87,000.

They would like the Housing Trust to front them this capital, with some amount to be returned when the home is eventually sold to an eligible buyer.

The current resale price for this home is \$180,000.

Habitat is owed ~\$105,000 (\$90k mortgage and \$15k taxes/insurance).

This leaves \$75,000.

These figures will change as the project progresses.

The Trust and Habitat would enter into an agreement before any funds are used. Drafting the agreement could start now, as it will take some time.

The sole surviving child has foregone any interest or claim in the property.

490 Dutton Rd, Sudbury

Repair water damage and Interior remodeling of 2 bedroom/1 bathroom condo, 2-story house, side-by-side duplex

The assumptions are:

- No structural damage to the framing
- Firewall is not damaged
- Electrical damage is limited to 1 circuit to rewire and 1 fixture to replace

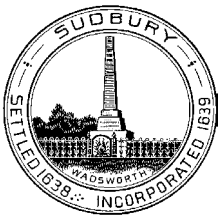
Scope of work to repair water damage:

- Remove all drywall with mold and wet insulation from basement and 1st floor
- Remediate mold on framing and underside of floor sheathing
- Repair split heating pipe
- Replace burnt electrical wire and ceiling fixture in basement
- Replace basement insulation
- Replace 1st floor drywall on party wall and in two closets
- Replace basement drywall on party wall, stairwell and ceiling
- Replace two closet doors on 1st floor
- Replace washer and dryer

Scope of work to remodel:

- Patch drywall cracks on walls and ceilings
- Replace 5 interior doors
- Paint all interior ceilings, walls and trim
- Install new luxury vinyl tile (LVT) flooring in kitchen, bedrms and hall (was ceramic tile & carpet)
- Refinish oak treads on main flight of stairs (sand and poly)
- Replace bathrm vanity/top
- Replace kitchen appliances
- Replace dryer vent wall hood and piping
- Replace side exterior door
- Replace side bedrm window (broken glass)
- Replace front window screen
- Repair broken siding near front outside faucet (Hardie siding)

Proposed budget: \$86,198



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September 7, 2021

To: Sudbury Housing Trust

From: Liz Rust

RE: 58 Robbins Road

I am writing to recommend approval under the Home Preservation Grant program for a chimney repair to 58 Robbins Road, with the understanding of a future request to repair the roof.

Background: 58 Robbins Road was the 8th (and most recent) home subsidized under the Home Preservation Program in 2015. In 2018, the home was reinspected as part of the Home Preservation Inspection effort, and a roof leak was identified. Funds (\$9750) were awarded to replace the roof, which was completed in 2019. However, the leak continued/reappeared in February 2021, and the roofer was unresponsive to address the issue. The owner then obtained additional estimates and applied for a Small Grant in March 2021.

Current Status: With the assistance of Trustee Karl Pops, additional estimates were obtained and reviewed. An issue with the chimney masonry arose, with some thought that it may have been the root cause or contributing factor. The 2018 inspection report recommended chimney repairs within 3+/- years due to signs of deterioration in the brick and concrete top.

We propose to address the chimney first, and then continue to obtain roofing quotes for subsequent presentation.

We recommend awarding up to \$2,500 for the chimney repair, as identified in the quote by Chim-Chimney Sweepers of Framingham.



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HOME PRESERVATION GRANT APPLICATION

1. Household Information

Applicant Name [REDACTED]

Address 58 Robbins road City/State/Zip Sudbury, MA 01776

Co-Applicant Name _____ Phone Number _____ E-mail _____

Address _____ City/State/Zip _____

Number of people currently living in household, their names and their ages: Three

[REDACTED]

2. Property Information (optional)

Is there a mortgage on the property? ☐ No ☒ Yes, Balance: _____
Please attached tax bill showing assessed value, and statement showing mortgage/lien balance

Is the property your primary residence? ☐ No ☒ Yes

Do you own additional real estate? ☒ No ☐ Yes, Address: _____
Please attached tax bill showing assessed value, and statement showing mortgage/lien balance

3. House Repair Needed

Indicate the amount requested, and which estimate you are requesting: \$ 18,000.00

Please describe the work needed. Is completion of this work item related to preserving the structural integrity of the dwelling or health/safety/welfare of its occupants? Describe the urgency of need.

Roof installation including new roof, innulation R-38,
and internal 1/2 thick rock.



ID Construction company
115 grove st, Brookline, MA
02467

Tel. (617) 515-9124

idconstructioncc@gmail.com

info@idconstructioncompany.com

MA CSL # 101150, MA HIC #177915

- Customer Name: [REDACTED]
- Address: 58 Robbins Road
- City/town: Sudbury
- State: MA
- Zip code: 01776

- [REDACTED]
- [REDACTED]

ROOFING Proposal/contract

This proposal describes labor and materials needed to install a new roofing system, with the following specifications:

50-mil PVC Membrane Installation

Scope of work to be performed:

- Remove existing roof material:-remove existing materials down to the roof deck
Replace any rotten sheets 32 ft.² free, additional will be \$150 Per 32 ft.²
- Install smart air vapor barrier Intello Plus From the inside roughly 9x 40 area where we removing the sheet rock
- Install ½ pressure treated plywood on the entire perimeter
- Install 50-mil PVC IB membrane (color : white.)
- Install 2 ½ in PVC coated drip edge around entire perimeter in white color
- Flash chimney with color matching membrane + aluminum counter flashing
- Install two way vents, One on each side of the roof
- Weld all seams with hot air welders
- Remove old sheet rock 9 x 40 dinning area
- Install insulation R-38 on open area
- Install ½ in sheet rock (smooth finish)
- Plaster + paint
- Remove all construction trash and debris

Warranty:

-Lifetime warranty on material see warranty list

-15 years on labor/workmanship

The warranty is transferable

Contractor will be responsible for all permits fees and dumpsters fee and any other fees related to this project.

Total price for above specified work, including all materials: \$18000

Any extra work not specified in this proposal can be undertaken by ID Construction, Inc., upon agreement on details and cost. Owner would be responsible for all charges and fees ID Construction, Inc may incur due to the non-payment in full. Owner would be responsible for any damage that would occur due to stopped work because of non-compliance with payment schedule. Owner will be responsible for covering up any items inside during the duration of the project.

- **Total Sale Price: \$18000**
- **1st Payment due upon signing: \$7200**
- **2rd Payment - Due at the start of work: \$5400**
- **3rd Payment - Balance upon completion: \$5400**

Customer Name (print) _____

Customer Signature _____

Contractor Signature _____

Date 08/27/2021

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction

On all orders canceled after the recession period, customer will be responsible for a 25% administrative and restocking fee

All surplus material left after the job is complete, is the property of the Contractor -- ID Construction

INVOICE #52 Whitinsville

Wachusett Contractors, LLC

Ross O'Donnell

Leominster, MA

978-804-1257

DATE 9/13/2021

BILL TO



FOR

21.22 square EPDM

Robbins Road

Sudbury, MA 01776

Details

AMOUNT

Cover with Firestone Genflex 060 rubber on 1.5 inch insulation board. Fully fastened (8), bonding adhesive for full termination \$19,000.00

All new white metal 4 inch face 1/2 inch kick

Rip all shingles to decking

2 whirly bird turbines 1 per 500 sq ft

2x6board perimeter to transition to 1.5 inch insulation

Remove and fill all ridgevent with plywood and insulation

Material - epd covertape, stripping, and 12 inch flashing - 25 square of epdm rubber.

Double chimney flash- assess brick for pins and termination bar.

Dumpster included

Any plywood or joist rot will not be included - charged \$25.00 per sheet labor - In the event we have to rip to decking.

Local Town Hall Permit Roofing

OTHER \$0.00

TOTAL \$19,000.00

Genflex/Firestone warranty on residential membrane - 10 year labor warranty by contractor with option of extended warranty.

***ONLY OFFERED BY CERTIFIED CONTRACTORS**

Checks payable to Wachusett Contractors LLC - NOTE Late payment will incur penalties -

If you have any questions concerning this invoice, use the following contact information:

Ross O'Donnell - 978-804-1257

THANK YOU FOR YOUR BUSINESS!

Insurance: Next Insurance Policy # NXTA7ENBQR00GL

Home Improvement License #192527

Construction Supervisor License # CS 109153



Lifetime Roofing
31 Green Street
Waltham, MA 02451
Phone: 781-472-2301

10/01/2021

Company Representative
Kyle Dexter
Phone: (781) 472-2301
kyledexter@lifetimeroofingma.com

50 Robbins Road
Sudbury, MA 01776
(857) 636-9812

Job: Natella Seyranyan

Roofing Section

- Remove existing shingles down to deck.
- Renail any loose wood. If bad or rotten wood is discovered, it will be replaced at a price of \$12.00 per square foot.
- Install 1/2" x 6" pressure treated curb on perimeter of roof.
- Install 1/2" poly-iso board mechanically fastened to roof deck.
- Install .060 mil EPDM rubber roof , fully adhered.
- Install C6 white aluminum edge metal.
- Install appropriate flashings.
- Remove job related debris.

- Our Crews are licensed and insured.
- Crews will maintain safety requirement at all times during the construction process

*Due to manufacturing delays caused by Covid-19 we may need to make substitutions to fill orders

\$27,000.00

TOTAL

\$27,000.00

Payment terms are as follows: 30% deposit to be paid upon signing of contract - this deposit must be paid in order to schedule service, 30% to be paid upon commencement of work, and 40% to be paid upon completion of work.

This estimate is not a contract or a bill and pricing herein is not guaranteed. This estimate represents our best approximation of the total cost to complete the work as described above based upon our initial inspection. Pricing may increase if additional parts or labor are required. Pricing does not include painting or interior work (including cleanup) unless specifically stated. Please see our FAQs for standard preparation and procedures. Client will be notified of any additional costs prior to proceeding with the work. This estimate is valid for 30 days.

_____	_____
Company Authorized Signature	Date

_____	_____
Customer Signature	Date

_____	_____
Customer Signature	Date

8 Eddy

Repairs: Emergency plumbing repair

Number in Household: 3 – ages 40, 15, 10

Income: Did not submit taxes

Senior Household: No

Minority: yes

Disabled: No

Deed Restricted; yes

Assessed Value of House: \$255,500, Mortgage: \$164,500, Equity of \$91,000

Amount Requested: \$1,500

Estimates Received:

Plumbing repair (completed and unpaid) \$1500 (receipt, email scope of services)

There was a leak from downstairs toilet pipe which leaked into the basement. Owner was unable to get the leak repaired, before there was a large spill of sewage. Repair made by Restore pro. Not clear whether they just cleaned up, or repairs the pipes. Owner has not used the toilet since.

Work done in July, owner has not paid. Restore Pro seeking payment.

Restorepro Inc.
21A 6th Rd
Woburn, MA 01801 US
1-800-847-0114
lidersa@restorepro911.com



BILL TO
21-0335-SWG;01003638642
[REDACTED]
[REDACTED]
[REDACTED] USA

INVOICE 7800

DATE 07/29/2021 **TERMS** Due on receipt

ACTIVITY	DESCRIPTION	AMOUNT
Sewage Damage	Sewage Damage - direct labor alacrity fee \$133.89	2,119.63

PAYMENT 619.63

TOTAL DUE \$1,500.00



Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston

Office Address: 37 Knox Trail, Acton, MA 01720
Phone: (978) 287-1092

Website: WWW.RHSOhousing.org
Email: INFO@RHSOhousing.org

Sudbury Rental Assistance discussion 11.18.21

The Trust received \$388,500 in CPA funds for FY22 for additional rental assistance funds through CPC article, also with funds to create one new unit of affordable housing.

The Town Social Worker continues to receive inquiries and sees need for rental assistance.

The Trust requested ARPA funds through the Town for rental assistance.

The table below identifies some parameters to assist in the discussion comparing the Sudbury ERAP program, to the newer Acton ERAP/ARPA Program.

	Sudbury ERAP	Acton ERAP ARPA
Income	100% AMI	80% AMI
Assistance	\$350, \$500, \$800	\$500, \$750, \$1000, \$1250
Length	4mo, 3 renewals	6 month
Need	Cost burdened and loss of income COVID related	Cost Burdened >30%
Rent	Capped at FMR	Capped at FMR
Unit	Good condition	HQS inspected
Other assistance?	Yes	No
Tenant Selection	FCFS	Lottery



189 Boston Post Rd – Sudbury, MA 01776 – T (978) 443-3388- F (978) 261-5869

www.coolidgeatsudbury

November 11, 2021

The Coolidge at Sudbury is a 55+ apartment community with a 120 units, the average age of residents is 75. There is a small percentage of voucher/project based subsidies, but the majority of residents are at or below 60% AMI. Residents are mostly retired living on a fixed income (with most relying solely on SS benefits), however, some work part-time jobs to supplement.

We have a number of residents in both buildings who would benefit from ERAP funds. Although their financial circumstances are not all directly related to COVID, residual effects of the pandemic (rising food and gas prices) have greatly impacted them. Each month it is a struggle to pay the rent as well as other necessary expenses. We have seen an increase in the number of people utilizing the food pantry and other financial resources (Fuel Assistance, SNAP, HOPE Sudbury, etc.).

Three residents at Coolidge 1 benefitted from ERAP assistance this past year and have been struggling to pay rent since it was discontinued.

While no Coolidge 2 residents utilized ERAP assistance this past year, four residents have applied to RAFT for security deposits and have not received any assistance (from a year ago). Due to various reasons stated above, these residents are unable to pay for security deposits and ERAP funds would help with this. Additionally, a few residents have fallen behind on rent payments and again, ERAP funds would significantly help.

Based upon this information, we would advocate for the re-allocation of ERAP funds to provide some relief during this very difficult time. The pandemic has been traumatic in so many ways and to add concern about paying bills compounds the trauma.

Juliana Benoit, RSC Coolidge 1

Morgan Pichel, RSC Coolidge 2



Green Building Resources for Homeowners

The Sudbury Housing Trust supports the creation and preservation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households. The Trust also promotes housing that is durable, energy efficient and healthy because of the short and long-term benefits to residents, their utility bills and the environment. To that end, the below resources have been compiled to help homeowners considering repairs or renovations to learn more about sustainable building practices, materials and equipment as well as financial rebate and incentive programs available to Massachusetts residents.

The list is provided as an educational resource for reference only. Homeowners are responsible for securing any required permits prior to starting work and are advised to engage licensed building professionals. The below green building resources are organized into general information, energy efficiency/savings, and healthy materials. The list is a work in progress - any comments and suggestions can be addressed to housingtrust@sudbury.ma.us.

General Information

- <https://www.greenhomeguide.com/know-how/article/green-homes-101> A brief overview of why owning or renting a green home is good for your health, your wallet and our environment. While the site is focused on a specific rating system, it also contains generally useful articles for homeowners looking to make green improvements.
- <https://www.greenandhealthyhomes.org/home-and-health/> General overview of the main components of green and healthy homes, common hazards, and FAQ's.
- <https://www.buildingscience.com/about-us> A free online resource for building science information related to the design and construction of buildings that are healthier, less energy-consuming, and more durable and economical. They have a wealth of articles and videos organized by common topics of interest.
- <https://www.energyvanguard.com/blog/> A free blog covering building science, heating & air conditioning, energy efficiency, and home energy audits.
- <https://www.greenbuilt.org/resources/videos/> A comprehensive video collection about best practices in green building to be used as an educational resource for homeowners, building professionals and students. Also, their [homeowner resources](#) include useful links about efficient water fixtures, appliances and lighting.
- <https://www.buildshownetwork.com/> A large collection of videos aimed at helping people build quality homes that will stand the test of time. Some show how buildings and/or specific features were constructed, while others are either informative or inspirational.

- <https://www.greenbuildingadvisor.com/> Articles and videos that cover all the elements relating to green basics and zero or near-zero energy homes. Some articles and access to details require a membership (or free trial); other articles are available for free.

Energy Efficiency & Savings

- <https://www.masssave.com/en/saving/residential-rebates> Mass Save offers **rebates** and **incentives** to homeowners, renters, and landlords for appliances, heating systems, weatherization and more. No-Cost Home Energy Assessments for Homeowners are also available at this [Link](#).
- <https://www.energystar.gov/> ENERGY STAR® is a government-backed symbol for energy efficiency, and the website provides information on products and home improvements to save energy, as well as a free [Home Advisor tool](#) to get customized recommendations.
- <https://zeroenergyproject.org/renovate/> Highlights information about reducing carbon emissions and cutting energy bills. They also share a multitude of realistic ways to achieve the goal of positive energy homes (which produce more energy than they use).
- <https://www.attainablehome.com/homeownership/> Affordable and sustainable building blog with a focus on available financial tools, an understanding of economic systems, and homeownership wealth-building strategies to go green.
- <https://pvwatts.nrel.gov/index.php> Estimates the energy production and cost of photovoltaic (PV) solar energy installations.

Healthier Home

- <https://homes.forhealth.org/36-expert-tips-for-a-healthier-home/> This report outlines 36 expert tips that can be implemented to make your home healthier.
- <https://greensciencepolicy.org/resources/consumer-resources/> This page contains information on what you can do at home and when you shop to reduce exposure to toxic chemicals.
- <https://www.epa.gov/saferchoice> An EPA resource that helps consumers, businesses, and purchasers find products that are safer for human health and the environment.
- <https://pharosproject.net/> Pharos provides hazard, use, and exposure information on 138,006 chemicals and 179 different kinds of building products.
- <https://buildingclean.org/> Information on where products are made and the content.