



Town of Sudbury

Housing Trust

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

AGENDA

Thursday, December 9, 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 November 18, 2021, if presented
2. Financial Update
 - Vote to Ratify the FY21 October Transactions
 - American Rescue Plan Act (ARPA) Funds update
3. Housing Trust Meetings
 - Note upcoming Meetings, 8:00 AM: January 13, February 10

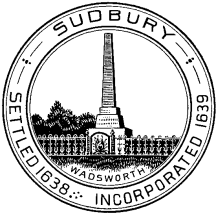
Housing Trust Initiatives

4. Dutton Road – Debbie Hoak (Executive Director Greater Worcester Habitat for Humanity) attending
5. Rental Assistance – Review proposed changes
6. 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

NOVEMBER 18, 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 Karl Pops

Housing Trust Members Absent: Robert Hummel and Susan Scotti

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 8:03 AM.

1. Minutes: Approve Meeting Minutes of October 14, 2021, if presented

Mr. Riordan made a motion to approve the minutes of October 14, 2021. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Absent, Mr. Gentile – Aye, and Mr. Pops – Abstain.

6. Rental Assistance – Discussion

Town Social Worker Bethany Hadvab was in attendance to discuss the matter with the Housing Trust.

Ms. Howe discussed the proposed modifications and alternatives the Housing Trust was considering for the Emergency Rental Assistance Program (ERAP).

Ms. Hadvab stated it was very difficult to define what “COVID related” impacts were and this was a bit challenging because it was one of the requirements for the Emergency Rental Assistance Program. She noted that people have been prioritizing other items, besides rent, during the pandemic. Ms. Hadvab noted that now with eviction moratoriums over, people were prioritizing paying their rent much more. She indicated paying for SNAP or other social programs had become much more challenging for many households. Ms. Hadvab stated any paperwork barriers that could be eliminated would be greatly appreciated by the residents seeking any type of social assistance.

Ms. Howe noted residents who were already in subsidized housing were not eligible for the Emergency Rental Assistance Program when it was active.

Julie Benoit from The Coolidge at Sudbury residential development spoke to the need of the ERAP and other programs by a number of their residents.

Morgan Pichel from The Coolidge at Sudbury residential development noted some residents have applied for other rental assistance resources a number of times and it takes several months for them to hear back from anyone.

Mr. Riordan indicated he was in favor of continuing the rental assistance program and keeping it going to provide assistance to residents. Mr. Cronin indicated she was completely in support of this as well.

Rebecca Whitley from the Town Social Worker's Office provided comments emphasizing the challenges experienced by residents when seeking social assistance.

Ms. Hadvab stated there were numerous mold issues in subsidized housing in Sudbury. She indicated that in many instances, residents were required to leave their unit and then needed to pay for the additional cost of a hotel room out of their own pocket while their unit was addressed or until they could find new permanent housing.

Ms. Rust explained the changes that could be implemented to the ERAP.

Mr. Riordan asked what other communities were doing to provide assistance to their residents.

There was then discussion regarding what changes should be made to the ERAP (qualification criteria, assistance levels, renewal possibilities, etc.).

At this time Ms. Dretler arrived at the meeting.

Mr. Gentile made a motion for the Emergency Rental Assistance Program to continue with the following modifications. The program would:

- Provide assistance to households up to 100% of the Area Median Income.
- Raise the assistance level to Acton, MA sizes OR 50% of the monthly rent; whichever is greater, but not exceeding the amount of the monthly rent.
- Provide monthly assistance up to 6 months, including the number of months of lump sum paid, renewals allowed up to availability of funding.
- Provide lump sum assistance up to 4 months.
- Remove "impacted by COVID" requirement.
- Expand assistance to all housing related costs, including utilities.
- Provide assistance to cost burdened households paying over 30% of their income for housing or, if there is an emergency situation, then the cost burden threshold would only need to be over 20%.

Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Abstain, Mr. Gentile – Aye, and Mr. Pops – Aye.

2. Financial Update

- Vote to Ratify the FY21 August and September Transactions

Ms. Rust provided a brief overview of what the transactions entailed.

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

- FY23 Regional Housing Services Office Fee – Vote

Ms. Rust indicated the proposal was to keep the Regional Housing Services Office membership fee the same as FY22 for FY23 at \$45,000.

Mr. Riordan made a motion to approve the FY23 Regional Housing Services Office membership fee at \$45,000. Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

- American Rescue Plan Act (ARPA) Funds Request

Ms. Dretler noted the Select Board had discussed this topic at a general, town-wide level. She indicated the next step was for the Select Board to go through all of the projects to determine which ones were and were not eligible for funding.

4. Dutton Road – Update and Next Steps

Ms. Rust stated this was a Habitat for Humanity unit in a duplex building. She noted there were still a significant number of repairs which needed to be conducted for the unit. Ms. Rust indicated Habitat for Humanity was requesting the Housing Trust front the money for these repairs with reimbursement occurring to the Housing Trust once the unit had been sold to a new buyer. She stated there was no will for the unit when the owner passed away, and this has made for a difficult and slow situation in seeking to rehabilitate the unit.

Ms. Cronin requested a representative from Habitat for Humanity attend the December 9, 2021 Housing Trust meeting to answer questions about the situation of this unit and to provide clarity to the Housing Trust. Other Housing Trust members agreed additional information was needed before any decisions could be made on this item.

5. Home Preservation Grants

- Two Grants for Possible Award

Ms. Rust stated the owner of 58 Robbins Road was seeking financial assistance to address roof repairs in the amount of \$18,000 and that the dwelling was a Home Preservation Program unit.

There was discussion regarding the cost of the work to be completed and the scope of work.

At this time Mr. Cronin left the meeting.

Ms. Howe made a motion to approve \$16,000 for the work at 58 Robbins Road, plus up to \$2,000 in overages with the Housing Trust paying half of the \$16,000 up front, but with the expectation the homeowner would pay \$1,000 up front and \$2,000 in total. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Absent, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

Ms. Rust indicated the owner of 8 Eddy Street was looking for funding for an emergency plumbing repair to the unit (toilet and associated piping). She noted the homeowner had not paid an invoice for this work from July 2021 and the contractor was seeking payment for this service.

Ms. Howe felt grant funding should be shut off to this property owner since extremely substantial grant funding had been provided to this unit in the past. Ms. Rust confirmed the last correspondence with the property owner in 2019 confirmed the Housing Trust would grant the owner no further funds after the award of \$45,000 in 2019.

Ms. Howe made a motion to deny the application for 8 Eddy Street, but would be open to future urgent and emergency funding expense requests. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Absent, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

8. 67-73 Nobscot Road – Site Feasibility Analysis Update

Mr. Duchesneau indicated he did not have a significant update on the site feasibility analysis. He noted the Subcommittee had met on November 12, 2021 to discuss next steps. Mr. Duchesneau stated Beals + Thomas was currently working on possible development scenarios and should have something for the Subcommittee to review in December of 2021.

7. Small Grant Program – Green Building Resources

Mr. Pops indicated he could look at rewriting the purpose statement for this resource. The Housing Trust members agreed this document should be posted on the Housing Trust website for future reference by Applicants. The Housing Trust members felt the document contained very good information and should be distributed as widely as possible.

Public Comment

There were no public comments.

3. Housing Trust Meetings

- o Note Upcoming Meetings, 8:00 AM: December 9, 2021 and January 13, 2022

Ms. Howe noted the above future meeting dates and asked the Housing Trust members to mark their calendars accordingly.

Other or New Business

There was no discussion under this topic.

At 10:19 AM, Mr. Riordan made a motion to adjourn the meeting. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Absent, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

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**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	
9/1/20	Aug-21	\$0.00	\$482,618.40		Balance to \$482,618.40	
10/1/21	Sep-21	\$0.00	\$478,966.40		Balance to \$478,966.40	
10/21/21	Oct-21	(\$1,750.00)	\$477,216.40	Expense	Leonardi Aray	LA Architects
10/7/21	Oct-21	(\$86.49)	\$477,129.91	Salary	Payroll	Town of Sudbury
10/21/21	Oct-21	(\$86.49)	\$477,043.42	Salary	Payroll	Town of Sudbury
10/31/21	Oct-21	\$3.46	\$477,046.88	Interest	Interest September	Town of Sudbury
10/31/21	Oct-21	(\$167.20)	\$476,879.68	Interest	Interest September	Town of Sudbury
11/1/21	Oct-21	\$0.00	\$476,879.68		Balance to 477,043.42	

**Sudbury Housing Trust
Financial Projection - Detail**

Description	Line#	FY20	FY21		FY22			FY23	Total
		Actual	Actual	Planned	Actual	Remaining	Projected	Planned	
Housing Unit Creation									
Cumulative #units created	1	14	14						
Cumulative per unit subsidy of created units	2	\$181,812	\$181,812						
Annual #Trust Created Units	3	0	0						
Annual \$Trust Created Units	4	\$0	\$0						
Total subsidy of created units	5	\$2,545,366	\$2,545,366						
#Trust Assisted Units	6	126	126						
\$Trust Assisted Units	7	\$650,000	\$650,000						
Cumulative per unit subsidy of assisted units	8	\$5,158.73	\$5,159						
Detailed Statement of Revenues and Expenditures									
Carry Forward	10	\$222,566	\$155,241	\$181,406	\$129,310.94	\$0	\$129,311	\$98,989	\$86,519
Fees - 712543/430000	20	\$70,332	\$89,115	\$93,450	\$16,613	\$92,849	\$109,462	\$102,030	\$49,400
Resales	25	\$5,382	\$10,675			\$10,000	\$10,000		\$30,199
External Contracts (sum of below)	30	\$64,950	\$78,440		\$16,613	\$82,849	\$99,462		\$49,400
<i>Bedford Woods</i>	31		<i>\$2,000</i>		<i>\$2,000</i>	<i>\$10,200</i>	\$12,200		<i>\$14,200</i>
<i>Harvard - Pine Hill Village</i>	32	<i>\$4,200</i>	<i>\$5,000</i>			<i>\$15,000</i>	\$15,000		<i>\$24,200</i>
<i>Lexington Meadows</i>	33		<i>\$2,000</i>			<i>\$8,000</i>	\$8,000		<i>\$10,000</i>
<i>Natick Graystone Lane</i>	34				<i>\$1,000</i>	<i>\$8,500</i>	\$9,500		<i>\$9,500</i>
<i>Medford Wellington Woods</i>	35	<i>\$1,000</i>	<i>\$9,000</i>			<i>\$14,000</i>	\$14,000	<i>\$11,000</i>	<i>\$36,000</i>
<i>Holliston - Holliston Trust</i>	36	<i>\$1,000</i>				<i>\$0</i>	\$0		<i>\$1,000</i>
<i>Holliston - Village Green</i>	37					<i>\$6,000</i>	\$6,000	<i>\$5,000</i>	<i>\$12,000</i>
<i>Rental Recertification: Messenger, Corey St</i>	38	<i>\$3,750</i>	<i>\$3,650</i>		<i>\$1,750</i>	<i>\$1,600</i>	\$3,350	<i>\$3,400</i>	<i>\$36,150</i>
<i>Monitoring - MassHousing, Cold Brook</i>	39		<i>\$20,790</i>		<i>\$9,863</i>	<i>\$19,549</i>	\$29,412	<i>\$30,000</i>	<i>\$80,202</i>
<i>Harvard - Trail Ridge</i>	40	<i>\$3,500</i>	<i>\$4,500</i>		<i>\$2,000</i>	<i>\$0</i>	\$2,000		<i>\$22,500</i>
Completed	299	<i>\$51,500</i>	<i>\$31,500</i>				\$0		<i>\$651,520</i>
CPA/Financing - 712549/497000	30	\$0	\$0.00	\$220,000	\$388,500	\$0	\$388,500	\$388,500	\$0
Other	315	\$0.00	\$0.00				\$0	\$0	\$3,897
CPA	32	\$0	\$0	\$220,000	\$388,500	\$0	\$388,500	\$388,500	\$0
Escrow Deposits - 712548/481000	40	\$0.00	\$0.00		\$0	\$0	\$0	\$0	\$0
Interest - 712548/482000, 712548/489000	41	\$16,311	\$638	\$11,000	\$808	\$1,192	\$2,000	\$2,000	\$2,000
Expenditures - 712557/522100	50	-\$153,032.88	-\$113,434	-\$332,000	-\$57,574	-\$449,265	-\$506,839	-\$502,500	-\$306,000
Legal/Parcel Feasibility	52	\$0	\$0				\$0	-\$30,000	\$0
RHSO/Other Contract Assistance	54	-\$42,416	-\$44,525		-\$44,889	<i>\$0</i>	-\$44,889	-\$45,000	-\$42,000
Programs - sum of below	56	-\$97,326	-\$57,704		-\$6,899	-\$469,051	-\$475,950	-\$413,500	-\$250,000
<i>Undesignated</i>	560	<i>\$0</i>	<i>\$0</i>			<i>-\$318,500</i>	<i>-\$318,500</i>	<i>-\$288,500</i>	<i>\$0</i>
<i>Development/Nobscot</i>	561	<i>\$0</i>	<i>-\$3,528</i>		<i>\$551</i>	<i>-\$25,551</i>	<i>-\$25,000</i>	<i>\$0</i>	<i>\$0</i>
<i>Program - Small/Home Preservation Grants</i>	562	<i>-\$16,900</i>	<i>-\$4,286</i>		<i>-\$6,750</i>	<i>-\$25,000</i>	<i>-\$31,750</i>	<i>-\$25,000</i>	<i>-\$25,000</i>
<i>Program - ERAP</i>	563	<i>\$0</i>	<i>-\$41,200</i>		<i>-\$700</i>	<i>-\$100,000</i>	<i>-\$100,700</i>	<i>-\$100,000</i>	<i>\$0</i>
<i>Project - H4H, Dutton Road</i>	564	<i>\$0</i>	<i>\$0</i>			<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<i>Project - Grant: Coolidge/SHA</i>	565	<i>-\$50,000</i>	<i>\$0</i>			<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<i>Project - Home Preservation</i>	566	<i>-\$30,426</i>	<i>-\$8,690</i>			<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>-\$225,000</i>
Lottery Expense (sum of below)	57	-\$13,291	-\$11,205		-\$5,786	\$19,786	\$14,000	-\$14,000	-\$14,000
<i>Advertising/Insurance</i>	571	<i>-\$13,291</i>	<i>-\$11,205</i>		<i>-\$5,786</i>	<i>\$19,786</i>	\$14,000	<i>-\$14,000</i>	<i>-\$14,000</i>
Trust portion of Salaries - 712551/511100	60	-\$934.79	-\$2,249	-\$2,500	-\$778	-\$1,722	-\$2,500	-\$2,500	-\$2,500
Ending Balance	70	\$155,241.43	\$129,310.94	\$171,356	\$476,879.68		\$119,934.34	\$86,519.00	-\$170,581



Regional Housing Services Office

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

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Phone: (978) 287-1092

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

Sudbury Rental Assistance – Program updates

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 Trust reviewed the ERAP Program at their meeting of 11/18, and discussed and voted to make a number of revisions. The below summarizes the current program recommendations for the trust to confirm.

1. Program Funding: [This was not yet discussed]
2. Household Income Limit: Below 100% AMI, for CPA requirements

Effective: 4/1/2021

Household size	1 person	2 person	3 person	4 person	5 person	6 person
Income Limit	\$84,560	\$96,640	\$108,720	\$120,800	\$130,464	\$140,128

3. Need:
 - a. Cost burdened spending >30% on housing cost or
 - b. if emergency Situation (what kind of emergency situation, who decides what qualifies) , spending up to 20% on housing.
 - c. Remove COVID requirement.
2. Amount of Assistance:
 - a. Assistance amount by unit bedroom size: 1BR: \$500, 2BR: \$750, 3BR: \$1000, 4BR: \$1250
 - b. Then increase to 50% of rent
 - c. Cannot exceed the amount of the monthly rent

This potentially provides assistance greater than 30% of income. Is that intent?
3. Expand assistance to include heat, electricity, water, sewer.
 - a. Require two utility bills to be submitted, and pay the average
 - b. Pay tenant one lump sum for the utilizes for the period of assessment, which would require tenant to submit W9
4. Households whose current monthly rent is below the following (greater of LIP, MH, FMR):
1 bedroom - \$2,021, 2 bedroom - \$2,273, 3 bedroom - \$2,726, 4 bedroom - \$2,990
5. Rent Arrears: Pay up to 4 months of rent/utility arrears in lump sum
6. Length of Assistance: 6 months, renewals based on funding availability, to include number of months of arrears
7. Tenant selection: Lottery or rolling?