



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, June 9, 2022

8:00 AM

Virtual Meeting

Pursuant to Chapter 22 of the Acts of 2022, 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 April 25, 2022 and May 5, 2022, if presented
2. Financial Update:
 - Vote to Ratify FY22 April Transactions
3. Election of Officers (Chair and Vice Chair)
4. Summer Meeting Schedule
5. Update on Community Preservation Coordinator Position

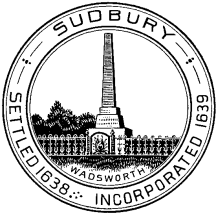
Housing Trust Initiatives

1. 67-73 Nobscot Road – Site Feasibility Analysis Update
2. Mortgage Assistance Program (MAP) 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

APRIL 25, 2022 AT 8:00 AM

VIRTUAL MEETING

JOINT MEETING WITH THE SUDBURY HOUSING AUTHORITY

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

Housing Trust Members Absent: Janie Dretler

Sudbury Housing Authority Members Present: Chair Sherrill Cline, Vice Chair Steven Swanger, Treasurer Tania Vitvitsky, and Amy Lepak

Sudbury Housing Authority Members Absent: Assistant Treasurer Janet Cowan

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 Housing Trust meeting to order and Ms. Cline called the Sudbury Housing Authority meeting to order at 8:04 AM.

1. 67-73 Nobscot Road – Possible Property Acquisition

a. Site Feasibility Analysis Status Update, Draft Development Scenarios, and Discussion

Ms. Cline noted the purpose of the meeting was to review next steps for the 67-73 Nobscot Road property, and to review and consider possible engagement with the Cambridge Housing Authority. She stated the Sudbury Housing Authority, at a minimum, would like to see duplexes constructed at the property (six units in three buildings). Ms. Vitvitsky noted the Sudbury Housing Authority had looked at other properties they had been considering for development and tried to figure out the minimum number of units which could be constructed at each property.

Mr. Riordan stated he believed the Housing Trust was interested in as many dwelling units as possible for the site, but they were hoping for at least 6, 8, or 10 dwelling units. However, he also noted the initial information from Beals + Thomas indicated there were likely environmental and wastewater limitations. Mr. Riordan also emphasized that financing for the project was a hurdle which needed to be understood and made clear.

At this time, Ms. Cronin joined the meeting.

Ms. Howe noted the Housing Trust was supportive of the Sudbury Housing Authority and their desires for the property.

Mr. Swanger raised concerns about the environmental issues at the site and how this might impact potential development.

Ms. Cline stated the Housing Trust and Sudbury Housing Authority needed more information from Beals + Thomas to make more in-depth determinations about the property.

Ms. Vitvitsky noted a more refined draft proposal would need to be compiled to be submitted to the Natural Heritage & Endangered Species Program in order to get a determination as to what areas were buildable at the site.

There was discussion regarding whether Beals + Thomas had fulfilled the parameters of the agreement in terms of information provided. Mr. Duchesneau believed they had done just that, but additional funds over the existing agreement would be required in order to get a deeper level of analysis.

Ms. Howe mentioned possibly engaging with the Cambridge Housing Authority to get into the next level of analysis for the 67-73 Nobscot Road property.

Ms. Rust discussed the agreement that would need to be executed in order to engage the Cambridge Housing Authority.

Ms. Cronin felt it was a good idea to have Beals + Thomas confirm what the developable area was at the property, including factoring in the endangered species habitat.

Mr. Riordan noted that requests to regulatory agencies should probably push for more dwelling units than the maximum number the Housing Trust and Sudbury Housing Authority were interested in constructing because if these entities pushed back, they would be more likely to obtain a number of units which would make the project worthwhile.

Discussion ensued regarding determining the total number of dwelling units which could be developed at the site and how to attempt to determine this number.

Mr. Pops stated Beals + Thomas indicated a determination of environmental taking would be needed from the Natural Heritage & Endangered Species Program in order to determine, more accurately, what the total number of dwellings units could be at the property.

Ms. Cronin noted she was concerned the property was not developable due to the topography and environmental issues. She indicated these factors would likely greatly reduce the number of dwelling units which could be constructed and make project financing difficult.

Mr. Riordan noted a ballpark idea on the cost of the property from the Boy Scouts was a necessary piece of knowledge to obtain.

Mr. Swanger suggested sitting down with Cambridge Housing Authority and refining some type of agreement.

At this time Mr. Gentile left the meeting.

There was then discussion as to whether to continue to engage Beals + Thomas to conduct the environmental filing with the Natural Heritage & Endangered Species Program and other options, and/or work with Cambridge Housing Authority to advance the other items.

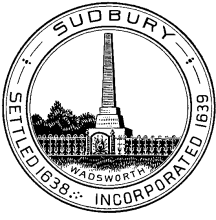
Mr. Duchesneau stated he could reach out to the Boy Scouts to obtain a rough idea on pricing for the property.

Mr. Swanger and Ms. Cronin indicated they would coordinate with the Cambridge Housing Authority, and Mr. Duchesneau would coordinate with Beals + Thomas.

It was determined the next joint meeting between Housing Trust and Sudbury Housing Authority would be held on May 5, 2022 at 8:00 AM in order to figure out the best next steps.

At 9:16 AM, Ms. Cronin made a motion to adjourn the Housing Trust meeting. Mr. Pops seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Mr. Gentile – Absent, Mr. Hummel – Aye, Mr. Pops – Aye, and Ms. Scotti – Aye.

At 9:16 AM, Ms. Vitvitsky made a motion to adjourn the Sudbury Housing Authority meeting. Mr. Swanger seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Lepak – Aye, Mr. Swanger – Aye, Ms. Vitvitsky – Aye.



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DRAFT MINUTES

MAY 5, 2022 AT 8:00 AM

VIRTUAL MEETING

JOINT MEETING WITH THE SUDBURY HOUSING AUTHORITY

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

Housing Trust Members Absent: Chair Cynthia Howe and Robert Hummel

Sudbury Housing Authority Members Present: Chair Sherrill Cline, Vice Chair Steven Swanger, Treasurer Tania Vitvitsky, and Amy Lepak

Sudbury Housing Authority Members Absent: Assistant Treasurer Janet Cowan

Others Present: Executive Director of the Sudbury Housing Authority Sheila Cusolito, Director of Planning and Community Development Adam Duchesneau and Director of the Regional Housing Services Office (RHSO) Liz Rust

Mr. Riordan called the Housing Trust meeting to order and Ms. Cline called the Sudbury Housing Authority meeting to order at 8:05 AM.

1. 67-73 Nobscot Road – Possible Property Acquisition

a. Site Feasibility Analysis Status Update, Draft Development Scenarios, and Discussion

Mr. Riordan noted Ms. Cronin and Mr. Swanger had met with Cambridge Housing Authority and asked them to report out to the entire group.

Mr. Swanger stated they had gone over the draft scope of services which had been provided by the Cambridge Housing Authority. He indicated the new work which the Cambridge Housing Authority would undertake would cost another \$10,000, plus additional work by Beals + Thomas on the order of \$7,500. Mr. Swanger noted the Cambridge Housing Authority could take over from this point forward in the analysis process to further investigate the property. He stated the Cambridge Housing Authority had concerns about the access driveway and the ability to use it, and further analysis was required for this item.

Ms. Cronin asked if the Housing Trust would have the insurance in place to engage the Cambridge Housing Authority. Ms. Rust noted the draft agreement was subject to an MGL Chapter 121 provision which the Housing Trust was not a part of and she was not sure the Housing Trust could participate in such an agreement.

Ms. Cline asked who highlighted the draft agreement for the Sudbury Housing Authority. She was not sure insurance was needed in the context of the draft agreement. Mr. Swanger suggested the Sudbury Housing Authority could engage with the Cambridge Housing Authority in an agreement and Housing Trust could help to split the fees, just as was done with the agreement with Beals + Thomas. Mr. Swanger asked if the Sudbury Housing Authority and Housing Trust were in favor of engaging in a contract with Cambridge Housing Authority.

Mr. Gentile stated he thought it was a good idea to engage with Cambridge Housing Authority and Ms. Cline agreed.

There was then discussion regarding the remaining finances and outstanding work to be completed.

Ms. Vitvitsky asked if the Cambridge Housing Authority would start a conversation with the property owners of 67-3 Nobscot Road.

There was then discussion regarding the Natural Heritage & Endangered Species Program filing and who needed to sign off on this application. Ms. Rust noted it should be made clear who the determination was being provided too.

Discussion ensued as to how a Purchase & Sale Agreement might be reached with the property owners. Ms. Cline asked if Town Counsel would be involved. Ms. Rust believed Town Counsel could and would be involved regarding the formalities of the agreement, but the terms and pricing would need to be ironed out by someone representing the Sudbury Housing Authority and Housing Trust.

Mr. Swanger stated the Sudbury Housing Authority and Housing Trust would probably not want to enter into a Purchase & Sale Agreement until it was necessary.

Ms. Lepak pointed out it seemed to not make sense to enter into a Purchase & Sale Agreement until a good understanding of the amount of area which could be developed on the property was confirmed.

Ms. Rust indicated the Housing Trust would need to receive permission from the Select Board before engaging in a Purchase & Sale Agreement.

Mr. Swanger confirmed the Cambridge Housing Authority would guide Beals + Thomas through the Natural Heritage & Endangered Species Program filing process.

Mr. Duchesneau suggested engaging the Cambridge Housing Authority to work with Beals + Thomas to move forward with the Natural Heritage & Endangered Species Program filing.

There was then discussion regarding which level of the Natural Heritage & Endangered Species Program filing to move forward with.

Ms. Rust asked if the Housing Trust was an approved entity to sign onto an agreement with the Sudbury Housing Authority. She noted legal confirmation of the Housing Trust signing onto the agreement would be needed from Town Counsel.

Mr. Swanger indicated he would get a sense from the Cambridge Housing Authority as to when discussions regarding a Purchase & Sale Agreement should be engaged, the MGL Chapter 121 situation, and a better understanding of the insurance questions.

At this time Ms. Dretler left the meeting.

Ms. Vitvitsky made a motion for the Sudbury Housing Authority to engage the Cambridge Housing Authority to further advance the site development analysis of the 67-73 Nobscot Road property. Ms. Lepak seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Swanger – Aye, Ms. Vitvitsky – Aye, and Ms. Lepak – Aye.

Mr. Gentile made a motion for the Housing Trust to engage the Cambridge Housing Authority to further advance the site development analysis of the 67-73 Nobscot Road property. Mr. Pops seconded the motion. Roll Call Vote: Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Absent, Mr. Gentile – Aye, Mr. Pops – Aye, and Ms. Scotti – Aye.

At this time Ms. Rust left the meeting

At 9:00 AM, Mr. Gentile made a motion to adjourn the Housing Trust meeting. Mr. Pops seconded the motion. Roll Call Vote: Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Absent, Mr. Gentile – Aye, Mr. Pops – Aye, and Ms. Scotti – Aye.

At 9:00 AM, Mr. Swanger made a motion to adjourn the Sudbury Housing Authority meeting. Ms. Vitvitsky seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Swanger – Aye, Ms. Vitvitsky – Aye, and Ms. Lepak – Aye.

**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	
11/1/21	Oct-21	\$0.00	\$476,879.68		Balance to 476,879.68	
12/1/21	Nov-21	\$0.00	\$470,494.31		Balance to 470,494.31	
1/1/22	Dec-21	\$0.00	\$465,463.78		Balance to 465,463.78	
2/1/22	Jan-22	\$0.00	\$479,861.17		Balance to 479,861.17	
3/1/22	Feb-22	\$0.00	\$424,893.21	\$0.00	Balance to \$424,893.21	
4/1/22	Mar-22	\$0.00	\$401,505.76		Balance to \$401,505.75	
4/7/22	Apr-22	(\$89.87)	\$401,415.89	Salary	Payroll	Town
4/21/22	Apr-22	(\$89.87)	\$401,326.02	Salary	Payroll	Town
4/30/22	Apr-22	\$3.14	\$401,329.16	Interest	Interest April	Town of Sudbury
4/30/22	Apr-22	(\$192.00)	\$401,137.16	Interest	Interest April	Town of Sudbury
4/22/22	Apr-22	\$840.00	\$401,977.16	Other	SHA Nobscot	SHA
4/7/22	Apr-22	(\$2,200.00)	\$399,777.16	Expense	SHA Nobscot	SHA
4/21/22	Apr-22	(\$25,906.88)	\$373,870.28	Expense	SRRP - May rent	Various
5/1/22	Apr-22	\$0.00	\$373,870.28		Balance to \$373,870.27	

**Sudbury Housing Trust
Financial Projection - Detail**

Description	Line#	FY20	FY21	FY22			FY23	Total	
		Actual	Actual	Actual	Remaining	Projected	Planned		Projected
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	\$129,310.94	\$0	\$129,311	\$98,989	\$407,439	
Fees - 712543/430000	20	\$70,332	\$89,115	\$50,622	\$13,800	\$64,422	\$102,030	\$99,200	\$944,051
Resales	25	\$5,382	\$10,675		\$0	\$0			\$20,199
External Contracts (sum of below)	30	\$64,950	\$78,440	\$50,622	\$13,800	\$64,422		\$99,200	\$912,032
<i>Bedford Woods/Concord Millrun</i>	31		\$4,000	\$5,400	\$4,000	\$9,400		\$17,800	\$31,200
<i>Harvard - Pine Hill Village</i>	32	\$4,200	\$5,000	\$2,500		\$2,500		\$12,500	\$24,200
<i>Lexington Meadows</i>	33		\$2,000	\$8,000		\$8,000			\$10,000
<i>Natick Graystone Lane</i>	34			\$1,000	\$1,000	\$2,000		\$5,500	\$7,500
<i>Medford Wellington Woods</i>	35	\$1,000	\$9,000	\$3,000	\$2,000	\$5,000		\$19,000	\$35,000
<i>Holliston - Holliston Trust</i>	36	\$1,000				\$0			\$1,000
<i>Holliston - Village Green</i>	37			\$1,000		\$1,000		\$11,000	\$13,000
<i>Rental Recertification: Messenger, Corey St</i>	38	\$3,750	\$3,650	\$1,750	\$1,600	\$3,350		\$3,400	\$36,150
<i>Monitoring - MassHousing, Cold Brook</i>	39		\$20,790	\$24,212	\$5,200	\$29,412		\$30,000	\$80,202
<i>Harvard - Trail Ridge</i>	40	\$3,500	\$4,500	\$2,000	\$0	\$2,000			\$22,500
Completed	299	\$51,500	\$29,500	\$1,760	\$0	\$1,760		\$0	\$651,280
CPA/Financing - 712549/497000	30	\$0	\$0.00	\$403,870	\$75,000	\$478,870	\$388,500	\$0	\$3,243,763
Other (SHA Nobscol/ARPA)	315	\$0.00	\$0.00	\$15,370	\$75,000	\$90,370	\$0	\$0	\$94,267
CPA	32	\$0	\$0	\$388,500	\$0	\$388,500	\$388,500	\$0	\$3,148,996
Escrow Deposits - 712548/481000	40	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0
Interest - 712548/482000, 712548/489000	41	\$16,311	\$638	\$389	\$111	\$500	\$2,000	\$500	\$65,305
Expenditures - 712557/522100	50	-\$153,032.88	-\$113,434	-\$208,399	-\$54,765	-\$263,164	-\$502,500	-\$278,203	-\$3,725,296
Legal/Parcel Feasibility	52	\$0	\$0			\$0	-\$30,000	\$0	-\$3,600
RHSO/Other Contract Assistance	54	-\$42,416	-\$44,525	-\$44,889	\$0	-\$44,889	-\$45,000	-\$45,000	-\$264,685
Programs - sum of below	56	-\$97,326	-\$57,704	-\$155,674	-\$53,265	-\$208,939	-\$413,500	-\$219,203	-\$3,103,923
<i>Undesignated</i>	560	\$0	\$0		\$0	\$0	-\$288,500	\$0	\$0
<i>Development/Nobscol</i>	561	\$0	-\$3,528	-\$25,532	\$532	-\$25,000	\$0	\$0	-\$28,528
<i>Program - Small/Home Preservation Grants</i>	562	-\$16,900	-\$4,286	-\$29,700	-\$3,000	-\$32,700	-\$25,000	-\$25,000	-\$247,826
<i>Program - ERAP</i>	563	\$0	-\$41,200	-\$100,442	-\$50,000	-\$150,442	-\$100,000	-\$40,000	-\$231,642
<i>Program - MAP</i>	564				-\$797	-\$797		-\$74,203	-\$75,000
<i>Project - H4H, Dutton Road</i>	565	\$0	\$0		\$0	\$0	\$0	-\$80,000	-\$128,249
<i>Project - Grant: Coolidge/SHA</i>	566	-\$50,000	\$0		\$0	\$0	\$0	\$0	-\$450,000
<i>Project - Home Preservation</i>	567	-\$30,426	-\$8,690	\$0	\$0	\$0	\$0	\$0	-\$1,073,898
Lottery Expense (sum of below)	57	-\$13,291	-\$11,205	-\$7,836	-\$1,500	-\$9,336	-\$14,000	-\$14,000	-\$230,351
<i>Advertising/Insurance</i>	571	-\$13,291	-\$11,205	-\$7,836	-\$1,500	-\$9,336	-\$14,000	-\$14,000	-\$169,422
Trust portion of Salaries - 712551/511100	60	-\$934.79	-\$2,249	-\$1,923	-\$577	-\$2,500	-\$2,500	-\$2,500	-\$224,258
Ending Balance	70	\$155,241.43	\$129,310.94	\$373,870.28		\$407,438.74	\$86,519.00	\$226,436	