



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

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 (RHSO) 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.

o 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

o 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.