



Town of Sudbury

Housing Trust

HousingTrust@sudbury.ma.us

www.sudbury.ma.us/housingtrust

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

DRAFT MINUTES

MAY 12, 2022 AT 8:00 AM

VIRTUAL MEETING

Housing Trust Members Present: Chair Cynthia Howe, Kelley Cronin, Janie Dretler, Carmine Gentile, Robert Hummel, and Karl Pops

Housing Trust Members Absent: Vice Chair John Riordan 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. Dretler, as the Acting Chair, called the meeting to order at 8:05 AM.

1. Minutes: Approve Meeting Minutes of April 6, 2022 and April 14, 2022, if presented

Mr. Gentile made a motion to approve the minutes of April 6, 2022. Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Absent, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

Mr. Gentile made a motion to approve the minutes of April 14, 2022. Mr. Hummel seconded the motion. Roll Call Vote: Ms. Howe – Absent, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

2. Financial Update

- Vote to Ratify FY22 March Transactions

At this time Ms. Howe joined the meeting.

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

Mr. Gentile made a motion to ratify the FY22 March Transactions. Ms. Howe seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

- Accept Lottery Contracts as Presented

Ms. Rust summarized the new and existing contract items the Housing Trust needed to accept.

Ms. Cronin made a motion to accept the lottery contracts as presented. Ms. Howe seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

At this time Ms. Howe resumed her duties as Chair.

3. Trustee Appointment and Reappointment Recommendations

Mr. Duchesneau noted the terms of Ms. Cronin, Ms. Dretler, Ms. Howe, and Mr. Riordan were all set to expire at the end of May of 2022. Mr. Duchesneau stated Mr. Riordan (who had already submitted a new Volunteer Application Form), Ms. Cronin, and Ms. Howe had all indicated they would like to be reappointed as Trustees on the Housing Trust. Ms. Dretler noted she wanted to hold off until she had a discussion with the other Select Board members before requesting to be reappointed again.

Mr. Gentile made a motion for the Housing Trust to recommend to the Select Board that Cynthia Howe, John Riordan, Kelley Cronin, and Janie Dretler be reappointed to Housing Trust for terms ending May 31, 2024. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

4. Update on Community Preservation Coordinator Position

Mr. Duchesneau provided an update regarding the status of the new Community Preservation Coordinator position. He indicated the position had funding allocated for it at the May 2022 Annual Town Meeting. Mr. Duchesneau stated applications for the position would be accepted through the end of May of 2022 and he hoped to bring someone on by July 1, 2022. Mr. Hummel expressed some concerns regarding the lower salary amount for the hiring range.

5. Small Grant Program – Review Applications and Possibly Make Awards

Ms. Rust indicated there were two applications for the Small Grant Program. One was for tree removal and the other was for a roof repair. She indicated the Housing Trust had not yet awarded any funds from the Small Grant Program this year.

Ms. Howe made a motion to approve both of the Small Grant Program applications. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

Ms. Rust noted there had been 110 applications to the Small Grant Program since it started and 63% of the awards had gone to senior households.

6. Mortgage Assistance Program – Final Program Materials, Implementation Planned for May 16, 2022

Ms. Rust noted the \$75,000 earmark contract had been signed, the final paperwork submitted, and the program was ready to roll out on May 16, 2022. She indicated this was a new program and it would take some time to get the word out regarding it, but it would also take some time for people to get their application materials together as well. Ms. Rust advocated for leaving the application timeframe open ended until all of the money had been allocated (funding assistance on a first come, first serve basis).

7. 67-73 Nobscot Road – Site Feasibility Analysis Update

Mr. Duchesneau provided an overview and noted it would be appropriate for the Housing Trust to vote whether or not to engage the Cambridge Housing Authority, through and with the Sudbury Housing Authority, to conduct a Natural Heritage & Endangered Species Program filing and work to advance the 67-73 Nobscot Road site feasibility analysis project further.

Amy Lepak from the Sudbury Housing Authority noted the Sudbury Housing Authority had met earlier in the week and passed a motion to allocate \$10,000 toward the initiative with the Cambridge Housing Authority. The intent was for \$5,000 to come from the Sudbury Housing Authority and \$5,000 to come from the Housing Trust. Ms. Lepak also stated Steven Swanger from the Sudbury Housing Authority would work to advance the contract with the Cambridge Housing Authority.

Ms. Rust inquired if the Housing Trust wanted to earmark additional funds to advance the site feasibility analysis work for the 67-73 Nobscot Road property.

Ms. Howe made a motion for the Housing Trust to move forward with a joint venture with the Sudbury Housing Authority to engage the Cambridge Housing Authority to perform consulting services for the 67-73 Nobscot Road property and to appoint Ms. Cronin from the Housing Trust to work with Town staff to advance the matter. Mr. Hummel seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

8. Update on Dutton Road Property

Ms. Rust indicated the project had moved slowly in terms of the renovation and getting someone into the unit to address the mold issue. She stated the dwelling unit was still currently uninhabitable, but exterior cleanup had been performed. Ms. Rust noted Habitat for Humanity was waiting for insurance payments to come through to fund the additional work which needed to be conducted. Ms. Howe stated little exterior yardwork had been conducted and the property was beginning to look neglected.

There was then discussion regarding how to attend to the landscaping needs at the property for the near term while the inside of the of the dwelling unit was being rehabilitated.

Ms. Rust indicated she would circle back with Habitat for Humanity to see if they could provide some services to address the landscaping around the unit. Mr. Gentile indicated he had a landscaping company he could contact to see if they could perform some limited exterior work.

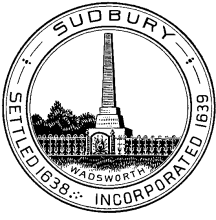
Public Comment

There were no additional public comments.

Other or New Business

Ms. Howe noted the next Housing Trust meeting would be held on June 9, 2022 at 8:00 AM.

At 9:03 AM, Mr. Gentile made a motion to adjourn the meeting. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.



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

DRAFT MINUTES

JUNE 9, 2022 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:

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 April 25, 2022 and May 5, 2022, if presented

Ms. Dretler made a motion to approve the minutes of April 25, 2022 and May 5, 2022. Mr. Hummel seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Pops – Aye, and Ms. Scotti – Aye.

2. Financial Update

- Vote to Ratify FY22 April Transactions

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

Ms. Dretler made a motion to ratify the FY22 April 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, Mr. Pops – Aye, and Ms. Scotti – Aye.

Ms. Rust inquired about the thoughts of the Housing Trust regarding an allocation for the proposed activities and initiatives for FY2023.

Ms. Howe indicated she would like to see the budget allocation for the Small Grant Program increased. Mr. Riordan recommended doubling the amount for this program for FY2023 to \$50,000.

Mr. Duchesneau recommended a \$50,000 line item be inserted for the Housing Trust's share of the Community Preservation Coordinator position which would be coming online in FY2023.

There was then discussion regarding possibly allocating additional funds to the 67-73 Nobscot Road site feasibility analysis project for FY2023.

Ms. Rust indicated she would make adjustments to the overall FY2023 budget and bring the budget back to the July 2022 Housing Trust meeting for review and approval.

3. Election of Officers (Chair and Vice Chair)

There was discussion regarding which members may be interested in serving as an officer and what each of the positions entailed.

There was discussion regarding the status of virtual meetings and how long they would continue to be permitted by the state legislature

Ms. Howe motioned for Mr. Gentile to serve as Chair and Mr. Hummel to serve as Vice Chair of the Housing Trust, and to request that Mr. Riordan continue to serve as Chair of the 67-73 Nobscot Road Subcommittee. Ms. Cronin seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Pops – Aye, and Ms. Scotti – Aye.

4. Summer Meeting Schedule

Ms. Rust noted the next Housing Trust meetings would be held on July 14, 2022 at 8:00 AM and August 11, 2022 at 8:00 AM.

5. Update on Community Preservation Coordinator Position

Mr. Duchesneau noted interviews were currently being conducted and were hoping to have the position filled by the first week in July of 2022.

Ms. Rust noted Liz Valenta would be leaving the Regional Housing Services Office in the near future to take a position at MassHousing.

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

Mr. Duchesneau noted an agreement needed to be worked out with the Sudbury Housing Authority to finalize details of the payment structure for the work to be conducted by the Cambridge Housing Authority and the additional work to be completed by Beals + Thomas for further site feasibility analysis of the property.

There was then discussion regarding affordable dwelling units which are available within Sudbury and the greater Boston area in general. Ms. Rust noted affordable homeownership dwelling units

were very rare and there were no dwelling units of this type coming through the pipeline in Sudbury for the future.

At this time Ms. Dretler left the meeting.

7. Mortgage Assistance Program (MAP) Update

Ms. Rust indicated there was one application which had been submitted. She noted it was being processed and her office had just received a second application that day as well.

Discussion regarding outreach methods for the Mortgage Assistance Program, and Ms. Scotti offered push this out through her networks and contact local publications as well.

Mr. Gentile suggested reaching out to local landlords to inform them about this program who have had difficulty making their payments because some of their tenants had not been paying rent. Discussion ensued on how to possibly spend the balance of the funds if they to be expended.

Public Comment

There were no additional public comments.

Other or New Business

Discussion regarding the current status of the ability to hold meetings virtually. Mr. Gentile indicated the state senate had taken up a provision to extend the ability to hold meetings virtually and the house would be taking it up in the near future. Mr. Riordan and Ms. Howe expressed their strong support for this Open Meeting Law measure to be extended further or made permanent.

Mr. Riordan and the other members thanked Ms. Howe for her services as Chair of the Housing Trust over the last few years.

At 9:12 AM, Mr. Gentile made a motion to adjourn the meeting. Mr. Riordan seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Absent, Mr. Gentile – Aye, Mr. Hummel – Aye, Mr. Pops – Aye, and Ms. Scotti – 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	
5/1/22	Apr-22	\$0.00	\$373,870.28		Balance to \$373,870.27	
5/17/22	May-22	\$4,000.00	\$377,870.28	Fee	Mill Run	
5/5/22	May-22	(\$89.87)	\$377,780.41	Salary	Payroll	Town
5/19/22	May-22	(\$89.87)	\$377,690.54	Salary	Payroll	Town
5/31/22	May-22	\$251.98	\$377,942.52	Interest	Interest May	Town of Sudbury
5/31/22	May-22	(\$160.00)	\$377,782.52	Interest	Interest May	Town of Sudbury
5/26/22	May-22	(\$5,000.00)	\$372,782.52	Expense	Small Grant	Longland
5/26/22	May-22	(\$2,340.00)	\$370,442.52	Expense	Home Preservation	Chim Chimney
5/5/22	May-22	(\$3,314.00)	\$367,128.52	Expense	Small Grant	DeAndrade
5/17/22	May-22	\$1,033.13	\$368,161.65	Other	SHA Nobscot	SHA
5/17/22	May-22	(\$2,066.25)	\$366,095.40	Expense	SHA Nobscot	SHA
5/5/22	May-22	(\$1,680.00)	\$364,415.40	Expense	SHA Nobscot	SHA
5/26/22	May-22	(\$26,167.23)	\$338,248.17	Expense	SRRP - June rent	Various
6/1/22	May-22	\$0.00	\$338,248.17		Balance to \$338,248.16	

**Sudbury Housing Trust
Financial Projection - Detail**

Description	Line#	FY20	FY21	FY22			FY23	Total
		Actual	Actual	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	\$129,310.94	\$0	\$129,311	\$98,989	\$307,023
Fees - 712543/430000	20	\$70,332	\$89,115	\$54,622	\$4,350	\$58,972	\$102,030	\$99,200
Resales	25	\$5,382	\$10,675		\$750	\$750		\$20,949
External Contracts (sum of below)	30	\$64,950	\$78,440	\$54,622	\$3,600	\$58,222	\$99,200	\$905,832
Bedford Woods/Concord Millrun	31		\$4,000	\$9,400	\$0	\$9,400	\$17,800	\$31,200
Harvard - Pine Hill Village	32	\$4,200	\$5,000	\$2,500		\$2,500	\$12,500	\$24,200
Lexington Meadows	33		\$2,000	\$8,000		\$8,000		\$10,000
Natick Graystone Lane	34			\$1,000		\$1,000	\$5,500	\$6,500
Medford Wellington Woods	35	\$1,000	\$9,000	\$3,000	\$2,000	\$5,000	\$19,000	\$35,000
Holliston - Holliston Trust	36	\$1,000				\$0		\$1,000
Holliston - Village Green	37			\$1,000		\$1,000	\$11,000	\$13,000
Rental Recertification: Messenger, Corey St	38	\$3,750	\$3,650	\$1,750	\$1,600	\$3,350	\$3,400	\$36,150
Monitoring - MassHousing, Cold Brook	39		\$20,790	\$24,212		\$24,212	\$30,000	\$75,002
Harvard - Trail Ridge	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	\$404,903	\$5,000	\$409,903	\$423,500	\$350,000
Other (SHA Nobscot)	31	\$0.00	\$0.00	\$16,403	\$5,000	\$21,403	\$35,000	\$0
State ARPA - Mortgage Assistance	32							\$75,000
Sudbury ARPA - Mortgage Assistance								\$75,000
Sudbury ARPA - COVID Small Grant								\$75,000
Sudbury ARPA - Rental Assistance	33							\$125,000
CPA	34	\$0	\$0	\$388,500	\$0	\$388,500	\$388,500	\$0
Interest - 712548/482000, 712548/489000	41	\$16,311	\$638	\$481	\$19	\$500	\$2,000	\$500
Expenditures - 712557/522100	50	-\$153,032.88	-\$113,434	-\$248,967	-\$40,197	-\$289,163	-\$572,500	-\$579,803
RHSO/Other Contract Assistance	54	-\$42,416	-\$44,525	-\$44,889	\$0	-\$44,889	-\$45,000	-\$41,000
Programs - sum of below	56	-\$97,326	-\$57,704	-\$196,241	-\$39,797	-\$236,038	-\$483,500	-\$524,803
Undesignated	560	\$0	\$0		\$0	\$0	-\$288,500	\$0
Development/Nobscot	561	\$0	-\$3,528	-\$29,278	\$0	-\$29,278	-\$70,000	-\$18,600
Program - Small/Home Preservation Grants	562	-\$16,900	-\$4,286	-\$40,354	-\$3,000	-\$43,354	-\$25,000	-\$50,000
Program - ERAP (Trust funded)	564	\$0	-\$41,200	-\$126,609	-\$36,000	-\$162,609	-\$100,000	-\$27,000
State ARPA - Mortgage Assistance	568				-\$797	-\$797		-\$74,203
Sudbury ARPA - Mortgage Assistance	565							-\$75,000
Sudbury ARPA - COVID Small Grant	566							-\$75,000
Sudbury ARPA - Rental Assistance	567							-\$125,000
Project - H4H, Dutton Road	569	\$0	\$0		\$0	\$0	\$0	-\$80,000
Project - Grant: Coolidge/SHA	570	-\$50,000	\$0		\$0	\$0	\$0	\$0
Project - Home Preservation	571	-\$30,426	-\$8,690	\$0	\$0	\$0	\$0	\$0
Lottery Expense (sum of below)	58	-\$13,291	-\$11,205	-\$7,836	-\$400	-\$8,236	-\$14,000	-\$14,000
Advertising/Insurance	581	-\$13,291	-\$11,205	-\$7,836	-\$400	-\$8,236	-\$14,000	-\$14,000
Trust portion of Salaries - 712551/511100	60	-\$934.79	-\$2,249	-\$2,103	-\$397	-\$2,500	-\$2,500	-\$52,500
Ending Balance	70	\$155,241.43	\$129,310.94	\$338,248.17		\$307,022.84	\$51,519.00	\$124,420