



Town of Sudbury

Housing Trust

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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.

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.