



# Town of Sudbury

## Housing Trust

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### MINUTES

**AUGUST 11, 2022 AT 8:00 AM**

### VIRTUAL MEETING

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

**Housing Trust Members Absent:** None

**Others Present:** Director of Planning and Community Development Adam Duchesneau, Community Preservation Coordinator Ryan Poteat, and Director of the Regional Housing Services Office (RHSO) Liz Rust

Mr. Gentile called the meeting to order at 8:03 AM.

#### **1. Minutes: Approve Meeting Minutes of June 23, 2022, if presented**

Mr. Duchesneau indicated the draft minutes from June 23, 2022 had not yet been prepared, but they would be ready for review at the next Housing Trust meeting.

#### **2. Financial Update**

- Vote to Ratify FY22 June Transactions

Mr. Gentile provided a brief overview of what the transactions entailed.

At this time Ms. Cronin and Ms. Dretler arrived at the meeting.

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

- Review FY22 Community Preservation Act Funding, CP-3 Form
- Discuss FY23 Community Preservation Act Funding
- Revise Approved FY23 Budget, if desired

Ms. Rust discussed how Community Preservation Act funds were intended to be allocated and inquired as to how the Housing Trust would like to track these funds. She noted it may be in the

interest of the Housing Trust to seek a Community Preservation Act allocation from the May 2023 Annual Town Meeting for FY24.

At this time Mr. Riordan joined the meeting.

Mr. Gentile noted it seemed a report of how the Community Preservation Act funds were being used needed to be compiled.

Ms. Cronin stated it would be a good idea to go back to the Community Preservation Committee to inquire whether it was permissible to use the allocated Community Preservation Act funds for a variety of affordable housing activities.

Ms. Rust noted there were active requests for funding from the Housing Trust and it would be helpful for the Housing Trust to determine how they would like to allocate their funding.

There was then discussion regarding whether and how to submit a Community Preservation Act funding application request to the Community Preservation Committee. Ms. Rust recommended seeking at least the minimum 10% housing allocation for FY24. The Housing Trust members discussed possibly making a 15% FY24 Community Preservation Act funding allocation request.

Ms. Howe made a motion for the Housing Trust to file a Community Preservation Act funding application for up to 25% of the Community Preservation Act surcharge in FY24 for the acquisition, creation, preservation, and support of community housing. Ms. Dretler seconded the motion.

Discussion then ensued regarding the amount of 25% for the funding request. Certain Housing Trust members felt perhaps a 30% funding request would be more appropriate.

Mr. Riordan made a motion to amend the pending motion to remove the “up to” language from Ms. Howe’s original motion. Mr. Gentile seconded the motion. The Housing Trust members agreed to this as a friendly amendment to the original motion.

Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Pops – Aye, Mr. Riordan – Aye, and Ms. Scotti – Aye.

Amy Lepak from the Sudbury Housing Authority stated they would not be submitting a Community Preservation Act funding request application for FY24 to the May 2023 Annual Town Meeting.

### **3. Update on Community Preservation Coordinator Position**

Mr. Duchesneau introduced Mr. Poteat to the Housing Trust as the new Community Preservation Coordinator. Mr. Duchesneau stated Mr. Poteat’s primary responsibilities would be staffing the Housing Trust and Community Preservation Committee.

#### **4. Home Preservation Update – 4 Longfellow Road, 490 Dutton Road**

Ms. Rust indicated she was meeting with Habitat for Humanity later in the day to discuss the 490 Dutton Road property. She noted Habitat for Humanity was seeking the Housing Trust to fund repairs for the dwelling unit up front with Housing Trust money.

Ms. Rust then stated the Department of Housing and Community Development and the owner had agreed to put the resale of 4 Longfellow Road on hold for one month to address the repairs which are required for the dwelling unit. She suggested the Housing Trust select a few of the repair items to provide funding for and have the homeowner address the rest of the repairs for the dwelling unit. Ms. Rust indicated she was meeting with the homeowner of 4 Longfellow Road on August 12, 2022 to discuss how to handle the needed repairs.

Mr. Gentile agreed the Housing Trust should pay for the repairs to the electrical line which runs from the public right of way of Longfellow Road to the dwelling unit.

Mr. Gentile made a motion for the Housing Trust to invest funds to repair the electrical line running from the public right of way of Longfellow Road to the dwelling unit to meet code and for Town staff to work with the homeowner at 4 Longfellow Road to address the other deficiencies with the property. Mr. Riordan seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Pops – Aye, Mr. Riordan – Aye, and Ms. Scotti – Aye.

#### **5. 67-73 Nobscot Road – Site Feasibility Analysis Update**

Mr. Duchesneau indicated members from the Housing Trust and Sudbury Housing Authority, as well as staff from the Cambridge Housing Authority, would be attending a site visit to the property on August 10, 2022.

#### **6. Mortgage Assistance Program (State Funded)**

Ms. Rust provided a brief update on the status of the program and noted her office was working to further promote the program within the community.

#### **7. Local American Rescue Plan Act (ARPA) Awards**

- COVID Small Grant Program (\$75,000)
- Mortgage Assistance Program (\$75,000)
- Tenant Rental Assistance Program (\$125,000)

Ms. Rust noted the ARPA funding amounts which had been allocated by the Select Board for the various local housing assistance programs.

Mr. Gentile noted there was also a state funding earmark of \$75,000 which had been secured by the Town for usage towards the Mortgage Assistance Program, which would bring the total amount of funding for the Mortgage Assistance Program to \$150,000.

Ms. Howe discussed some gaps in the Sudbury Rental Relief Program where certain households who really needed assistance were not qualifying to obtain these grants.

At this time Mr. Gentile and Mr. Pops left the meeting.

Ms. Howe made a motion to make the following modifications to the Sudbury Rental Relief Program (SRRP) application process:

- Applicants are eligible if they spend less than 27% on rent (versus 30% before) or are below the 30% Area Median Income (AMI) limit (new).
- Only tenants who have not received assistance in the past from the Housing Trust are eligible (new).
- The minimum monthly amount is revised to be \$300 (1-bedroom), \$450 (2-bedroom), \$600 (3-bedroom), and \$750 (4-bedroom).
- A Tenant Income Certification (TIC) form can be submitted in lieu of third party financial information.
- The program will only accept applications from people who have not received assistance in the past to see what applications come in and then the program will be reevaluated to possibly expand the categories of households which can apply.

Ms. Dretler seconded the motion. Roll Call Vote: Mr. Hummel – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Pops – Absent, Mr. Riordan – Aye, and Ms. Scotti – Aye. Mr. Gentile – absent during vote due to technical difficulty.

Mr. Gentile returned to the meeting and stated he would have voted in the affirmative had he not had technical difficulty.

### **Public Comment**

There were no public comments.

### **Chapter 61B Right of First Refusal – 137 Brimstone Lane (Assessor’s Map L04-0006)**

Mr. Duchesneau provided a brief summary of the situation and indicated the Town had a right of first refusal on the Chapter 61B land which was located at the property. He clarified, based upon the information which was currently in the Town’s possession, it appeared the portion of the property which was in Chapter 61B only included the land around the buildings on the property, but not the land where the buildings were located.

At this time Mr. Gentile returned to the meeting.

Mr. Gentile made a motion to inform the Select Board the Housing Trust had no interest in the Chapter 61B land at 137 Brimstone Lane based upon the information which they had

before them at this time, but to also note the Housing Trust was willing to reconsider their position should additional information come to light in the future. Ms. Howe seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Pops – Absent, Mr. Riordan – Aye, and Ms. Scotti – Aye.

### **Other or New Business**

Mr. Duchesneau noted the next Housing Trust meeting would be held on September 8, 2022 at 8:00 AM.

At 9:13 AM, Ms. Dretler made a motion to adjourn the meeting. Mr. Riordan seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Pops – Absent, Mr. Riordan – Aye, and Ms. Scotti – Aye.