



# 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, February 9, 2023**

**8:00 AM**

**Virtual Meeting**

Pursuant to Chapter 107 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 conducted during this meeting shall be by remote means only.

#### **Board Operations**

1. Minutes: Approve Meeting Minutes of January 12, 2023, if presented.
2. Financial Update
  - Ratify FY23 December Transactions, if presented
3. FY24 Community Preservation Act Funding Request – Housing Trust Allocation
4. Posting of Past Recordings of Meetings by SudburyTV

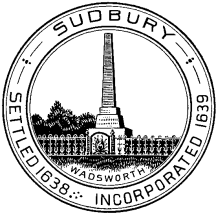
#### **Housing Trust Initiatives**

1. Sudbury Rent Relief Program
2. 67-73 Nobscot Road
3. Dutton Road Home 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

JANUARY 12, 2023 AT 8:00 AM

### VIRTUAL MEETING

**Housing Trust Members Present:** Chair Carmine Gentile, Vice Chair John Riordan, Jessica Cerullo Merrill, Kelley Cronin, Janie Dretler, Sarah R. Green Vaswani, and Cynthia Howe.

**Housing Trust Members Absent:** Robert Hummel, and Susan Scotti

**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 8:02

#### Minutes of December 8, 2022

Mr. Riordan made a motion to approve the minutes of December 8, 2021. Ms. Dretler seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Riordan - Aye, Ms. Cerullo Merrill - Aye, Kelley Cronin – Aye, Janie Dretler – Aye, and Ms. Green Vaswani – Aye

#### November Transactions

Ms. Cronin made a motion to approve the minutes of December 8, 2021. Ms. Dretler seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Riordan - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, and Ms. Green Vaswani – Aye.

#### Financial Update

Mr. Gentile welcomed Ms. Cerullo Merrill and Ms. Green Vaswani. Ms. Rust introduced herself to Ms. Cerullo Merrill and Ms. Green Vaswani and explained her role. She gave a financial update and explained the line items on the annual report. Mr. Riordan requested Karl Pops be added to the 2022 financial Report to recognize his contributions.

Ms. Dretler made a motion to approve the 2022 Financial Report. Mr. Riordan seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Riordan - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, and Ms. Green Vaswani – Aye.

### **Recording of Meetings by SudburyTV**

Mr. Gentile stated he had asked that the meetings of the Housing Trust be recorded and put on SudburyTV.

At this time Ms. Howe joined the meeting.

Ms. Dretler made a motion to make meetings of the Housing Trust available on SudburyTV. Mr. Riordan seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Riordan - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Green Vaswani – Aye, and Ms. Howe – Aye.

### **Housing Trust Initiatives**

#### **Housing Production Plan**

Mr. Duchesneau stated that there was \$36,000 of Community Preservation Act funds available to create the updated Housing Production Plan (HPP). He requested the Housing Trust to discuss timeline, makeup of the Steering Committee and funding. \$25,000 would be used for the community engagement portion of the HPP. Ms. Rust stated she believed the HPP would take approximately nine (9) months to complete and that it should ideally begin around June 2023.

Sudbury is above the 10% minimum for affordable housing but is over due to complete an updated HPP. Ms. Rust explained that because of this a HPP is not required by law but that it is similar to a master plan and is good civic planning.

Mr. Duchesneau recommended the Steering Committee be composed of a member of the Select Board, a member of the Planning Board, a member of the Housing Trust, a member of the Housing Authority, Diversity, Equity and Inclusion Commission, Council on Aging, and the Zoning Board of Appeals as well as a member at large.

Mr. Gentile made a motion that the Steering Committee for the Housing Production Plan be composed of a member of the Select Board, a member of the Planning Board, a member of the Housing Trust, a member of the Housing Authority, Diversity, Equity and Inclusion Commission, Council on Aging, and the Zoning Board of Appeals as well as a member at large. Ms. Dretler seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Riordan - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Green Vaswani – Aye, and Ms. Howe – Aye.

### **Municipal Engagement Initiative**

Ms. Cronin spoke briefly about Citizens' Housing and Planning Association (CHAPA) and explained how this could help with community outreach and educating the public about fair housing practices. Ms. Shelia Cusolito of the Housing Authority expressed her interest in making this a joint venture between the Housing Trust and the Sudbury Housing Authority. Ms. Cronin requested this item be added to the agenda for the next meeting.

Ms. Cronin made a motion to ask CHAPA to work with the Housing Trust and Housing Authority. Ms. Dretler seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Riordan - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Green Vaswani – Aye, and Ms. Howe – Aye.

Under discussion Mr. Riordan notified the Housing Trust that there will be a CHAPA meeting on January 17th 6:30-8:00. More information on the CHAPA website (Chapa.org).

### **Rent Relief Program**

Ms. Rust stated that over \$400k has been committed for the Rent Relief program. Ms. Rust has worked with Ms. Howe and the suggested changes will be discussed at the next meeting of the Housing Trust. Ms. Rust stated \$75,000 had been reallocated from the Mortgage assistance program to the Rent Relief Program. Suggested program changes are as follows:

- Allowing prior recipients
- Increase the AMI allowance from 30% (currently) to 50%
- Offering renewals

None of the reallocated funds will be disbursed under the old terms until this topic has been discussed and voted on at the February 9, 2023 meeting of the Housing Trust.

### **67-73 Nobscot Road**

Mr. Duchesneau stated there would a meeting later in the day and there would be more information available soon.

### **Public Comment**

There were no public comments.

### **Other or New Business**

Mr. Riordan stated the newly elected governor was splitting Housing and Community Development role into two separate positions; Community Development and Economic Development. He suggested sending a letter to the governor stating the Housing Trust was looking forward to working with the new Housing Secretary.

Mr. Riordan made a motion to send a letter to Governor's Office expressing the Sudbury Housing Trusts enthusiasm in working with the Housing Secretary when appointed. Ms. Cronin seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Riordan - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Green Vaswani – Aye, and Ms. Howe – Aye.

Mr. Duchesneau notified the Housing Trust that Ms. Susan Scotti has expressed her intent to resign her position on the Housing Trust.

Mr. Riordan made a motion to adjourn, Ms. Dretler seconded the motion. Roll Call Vote:  
Mr. Gentile – Aye, Mr. Riordan - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms.  
Dretler – Aye, Ms. Green Vaswani – Aye, and Ms. Howe – Aye.

The meeting ended at 9:40 AM

DRAFT

**Sudbury Housing Trust  
FY23 Transactions**

<b>Date</b>	<b>Post MO</b>	<b>Amount</b>	<b>Balance</b>	<b>Account</b>	<b>Description</b>
7/1/22	Jul-22	\$305,025.34	\$305,025.34		Carryover \$305,025.35
8/1/22	Aug-22	\$0.00	\$315,534.70		Balance to \$315,534.70
9/1/20	Sep-22	\$0.00	\$310,396.56		Balance to \$310,396.56
10/1/22	Oct-22	\$0.00	\$297,439.25		Balance to \$297439.25
11/1/21	Nov-22	\$0.00	\$304,323.14		Balance to \$304,323.14
12/1/21	Nov-22	\$0.00	\$302,486.44		Balance to 302,486.44
12/1/22	Dec-22	(\$784.91)	\$301,701.53	Salary	Payroll
12/15/22	Dec-22	(\$784.91)	\$300,916.62	Salary	Payroll
12/29/22	Dec-22	(\$784.91)	\$300,131.71	Salary	Payroll
12/31/22	Dec-22	(\$10,778.00)	\$289,353.71	Other	Mortgage Assistance
12/31/22	Dec-22	(\$1,386.25)	\$287,967.46	Expense	Nobscot feasibility
12/9/22	Dec-22	\$4,905.00	\$292,872.46	Fee	Turnin #7: Westford resale
12/15/23	Dec-22	(\$1,700.00)	\$291,172.46	Expense	Admin
1/1/22	Dec-22	\$0.00	\$291,172.46		Trust Balance to 291,172.46
<b>Date</b>	<b>Post MO</b>	<b>Amount</b>	<b>Balance</b>	<b>ARPA Account</b>	<b>Description</b>
			\$75,000.00	Small Grant - 520171	Starting Balance
12/22/22	Dec-22	(\$2,237.00)	\$72,763.00	Small Grant - 520171	Small Grant #115
12/29/22	Dec-22	(\$1,095.00)	\$71,668.00	Small Grant - 520171	Small Grant #114
9/14/22	Sep-22		\$125,000.00	SRRP - 520173	Starting Balance
12/22/22	Dec-22	(\$4,848.00)	\$120,152.00	SRRP - 520173	December Rent
12/29/22	Dec-22	(\$20,459.49)	\$99,692.51	SRRP - 520173	January Rent
12/28/22	Dec-22	\$75,000.00	\$174,692.51	SRRP - 520173	Add'l funding

**Sudbury Housing Trust  
Financial Projection - Detail**

Description	Line#	FY20	FY21	FY22	FY23			Total	
		Actual	Actual	Actual	Actual	Remaining	Projected		Planned
<b>Housing Unit Creation</b>									
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						
<b>Detailed Statement of Revenues and Expenditures</b>									
Carry Forward	10	\$222,566	\$155,241	\$129,310.94	\$305,025.35	\$0	\$305,025		
Fees - 712543/430000	20	\$70,332	\$89,115	\$58,972	\$17,987	\$83,868	\$101,855	\$99,200	\$941,256
Resales	21	\$5,382	\$10,675	\$750	\$4,905	\$0	\$4,905		\$25,854
<b>External Contracts (sum of below)</b>	<b>22</b>	<b>\$64,950</b>	<b>\$78,440</b>	<b>\$58,222</b>	<b>\$13,082</b>	<b>\$83,868</b>	<b>\$96,950</b>		<b>\$903,582</b>
<i>Bedford Woods/Concord Millrun</i>	23		\$4,000	\$9,400	\$0	\$17,800	\$17,800		\$31,200
<i>Harvard - Pine Hill Village</i>	24	\$4,200	\$5,000	\$2,500	\$0	\$12,500	\$12,500		\$24,200
<i>Natick Graystone Lane</i>	25			\$1,000	\$0	\$5,500	\$5,500		\$6,500
<i>Medford Wellington Woods</i>	26	\$1,000	\$9,000	\$5,000	\$2,000	\$18,000	\$20,000		\$36,000
<i>Holliston - Village Green</i>	27			\$1,000	\$0	\$11,000	\$11,000		\$13,000
<i>Rental Recertification: Messenger, Corey St</i>	28	\$3,750	\$3,650	\$3,350	\$1,750	\$3,400	\$5,150		\$37,900
<i>Monitoring - MassHousing, Cold Brook</i>	29		\$20,790	\$24,212	\$9,332	\$15,668	\$25,000		\$70,002
<i>Completed</i>		\$56,000	\$29,500	\$11,760	\$0	\$0	\$0		\$678,280
CPA/Financing - 712549/497000	30	\$0	\$0.00	\$404,903	\$104,333	\$284,300	\$388,633	\$350,000	\$3,558,429
<b>SHA Nobscot (CPA)</b>	<b>31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,403</b>	<b>\$693</b>	<b>\$9,300</b>	<b>\$9,993</b>		<b>\$30,293</b>
CPA	36	\$0	\$0	\$388,500	\$0	\$0	\$0		\$2,958,396
State ARPA - Mortgage Assistance	32				\$75,000	\$0	\$75,000		\$75,000
Sudbury ARPA 520171 - Small Grant	34				\$3,332	\$75,000	\$71,668		\$71,668
Sudbury ARPA 520173 - Rental Assistance	35				\$25,307	\$200,000	\$174,693		\$174,693
Interest - 712548/482000, 712548/489000	41	\$16,311	\$638	\$408.50	\$516	\$500	\$1,016	\$500	\$65,229
State Earmark - Mortgage Assistance	45			-\$1,593.66	-\$18,184.34	-\$55,222.00	-\$73,406.34		-\$75,000
Expenditures - 712557/522100/earmark	50	-\$153,032.88	-\$113,434	-\$284,603.46	-\$110,491	-\$549,896	-\$660,386	-\$668,634	-\$4,128,918
Legal/Insurance	52	\$0	\$0		-\$1,910		-\$1,910		-\$5,510
RHSO/Contract Assistance	54	-\$42,416	-\$44,525	-\$44,889.00	-\$40,946	\$0	-\$40,946		-\$260,631
<b>Programs - sum of below</b>	<b>56</b>	<b>-\$97,326</b>	<b>-\$57,704</b>	<b>-\$231,398.06</b>	<b>-\$56,965</b>	<b>-\$535,896</b>	<b>-\$592,860</b>		<b>-\$3,500,040</b>
<i>Remaining CPA</i>	560	\$0	\$0		\$0	-\$157,932	-\$157,932		-\$157,932
<i>Nobscot Feasibility (CPA)</i>	561	\$0	-\$3,528	-\$29,277.80	-\$1,386	-\$17,214	-\$18,600		-\$51,406
<i>Small Grant Program</i>	562	-\$16,900	-\$4,286	-\$22,404.00	\$0	-\$25,000	-\$25,000		-\$237,530
<i>Sudbury ARPA - COVID Small Grant</i>	563				-\$3,332	-\$75,000	-\$78,332		-\$78,332
<i>Home Preservation Grants/HFH</i>	564	-\$30,426	-\$10,040	-\$17,950.00	\$0	-\$40,000	-\$40,000		-\$105,103
<i>Rental Assistance - ERAP (Trust funded)</i>	565		-\$39,850	\$0.00		\$0	\$0		-\$39,850
<i>Rental Assistance - SRRP (CPA funded)</i>	566			-\$161,766.26	-\$26,939	-\$750	-\$27,689		-\$189,455
<i>Sudbury ARPA - Rental Assistance</i>	567				-\$25,307	-\$200,000	-\$225,307		-\$225,307
<i>H4H, Dutton Road</i>	568	\$0	\$0			-\$20,000	-\$20,000		-\$68,249
<b>Lottery Expense (sum of below)</b>	<b>58</b>	<b>-\$13,291</b>	<b>-\$11,205</b>	<b>-\$8,316.40</b>	<b>-\$10,670</b>	<b>-\$14,000</b>	<b>-\$24,670</b>		<b>-\$240,001</b>
<i>Advertising/Insurance</i>	581	-\$13,291	-\$11,205	-\$8,316.40	-\$10,670	-\$14,000	-\$24,670		-\$179,072
Trust portion of Salaries - 712551/511100	60	-\$934.79	-\$2,249	-\$2,372.28	-\$8,014	-\$44,486	-\$52,500		-\$227,144
Ending Balance	70	\$155,241.43	\$129,310.94	\$305,025.35	\$291,172.47	-\$225,714	\$83,643		

## Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION ACT FUND – HOUSING TRUST ALLOCATION**

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$292,000 from the Community Housing category of Community Preservation Act Funds, funded from FY24 revenue, to the Housing Trust for the acquisition, creation, preservation, and support of community housing as allowed by the Community Preservation Act; or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE REPORT:** This article requests an appropriation to the Housing Trust for the creation of new affordable housing units and continued support for residents struggling to pay their rent due to impacts from COVID or other matters. The Housing Trust last requested Community Preservation Act funds in 2021 for Fiscal Year 2022 and has not created any new units since then, as the Housing Trust relies on Community Preservation Act funds for unit creation.

This funding allocation would assist in creating affordable housing through the Housing Trust's Home Preservation Program which converts existing smaller market homes to affordable homes and provides affordable homeownership opportunities to income eligible households. The Housing Trust is the main, if not the only, entity with plans to create affordable homeownership in Sudbury. Through its program, the Housing Trust has seen tenants of the Sudbury Housing Authority become owners for their families, and owners of deed restricted properties in Sudbury purchase market rate homes in town. These items demonstrate first-hand the benefits of a homeownership program. Sudbury has had 37 ownership units in its affordable housing portfolio since 2016. The Home Preservation Program conforms to the Town's Housing Production Plan, contributes long-term affordability towards the MGL Chapter 40B 10% affordable housing threshold, converts market rate to affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

Additionally, the Housing Trust aims to build upon its Sudbury Rent Relief Program (SRRP) which serves low income level households in town by providing rental assistance. The Housing Trust has successfully implemented and administered the Sudbury Rent Relief Program and looks to continue the concept. This program would have the effect of deepening the affordability



of rental units in Sudbury and would serve low income households. The Sudbury Rent Relief Program commits six months of rental assistance for apartments with low income tenants. The Rent Relief Program conforms to the Town's Housing Production Plan, assists in intermingling affordable and market rate housing at levels that exceed state requirements for percentage of affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

SUBMITTED BY: R Potcat Ryan Potcat *ON behalf of the Community*  
*PreServation Committee*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Town Counsel

Instructions:

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- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION ACT FUND – 67-73 NOBSCOT ROAD ACQUISITION, DESIGN, AND CONSTRUCTION**

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$438,000 from the Community Housing category of Community Preservation Act Funds, funded from FY24 revenue and then from General Reserve Funds, if needed, to the Housing Trust for the site feasibility analysis, property acquisition, project design, construction, and creation of ownership and/or rental affordable housing units at 67-73 Nobscot Road; or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests an appropriation to the Housing Trust for the site feasibility analysis, property acquisition, project design, construction, and development of ownership and/or rental affordable housing units on an approximately 5.4 acre piece of land at 67-73 Nobscot Road. In 2021, the Mayflower Council, Inc./Boy Scouts of America approached the Town of Sudbury with an offer to sell land within the Boy Scouts Reservation located off Nobscot Road. The entire property is approximately 29 acres and spans from Sudbury to Framingham. An approximately 5.4 acre portion of the entire property, which is surrounded by a conservation restriction, private residential property, and Nobscot Road, has been offered for purchase to the Town. The Housing Trust and Sudbury Housing Authority have engaged Beals + Thomas and the Cambridge Housing Authority to assist them in conducting a development feasibility analysis of the approximately 5.4 acre piece of land to potentially use for the development of affordable housing.

Beals + Thomas has prepared a development feasibility report for the property, including possible proposed layouts. The Cambridge Housing Authority has been coordinating with Beals + Thomas and is now working to develop a more refined understanding of the exact development possibilities at the property and associated permitting requirements. A more complete understanding of the limitations of the property will better inform the Housing Trust and Sudbury Housing Authority if this is a viable housing development project site. If it turns out a significant housing development project is feasible at the property, the Housing Trust and Sudbury Housing Authority would likely advance their discussions with the Mayflower Council, Inc./Boy Scouts of America to investigate purchasing the approximately 5.4 acre piece of land. These Community Preservation Act funds would be used to finish the site feasibility analysis components (if any) and possibly acquire the parcel. After acquisition, if there were remaining funds available, they would be used toward the design, construction, and development of affordable housing units on the property.

SUBMITTED BY: R Poteat Ryan Poteat *on behalf of the Community Preservation Committee*

Approved by: \_\_\_\_\_  
Town Counsel