

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 July 13, 2023

8:00 AM

Virtual Meeting

Pursuant to Chapter 2 of the Acts of 2023, 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 June 8, 2023, and June 22, 2023, if presented.
2. Housing Production Plan - Funding
3. Fiscal Year 2024 Budget
4. Financial Update
 - Ratify FY23 April & May Transactions, if presented

Housing Trust Initiatives

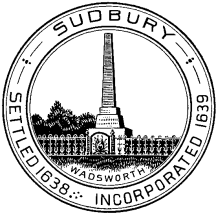
1. Discussion regarding Possible Land Donation to the Town of Sudbury (Assessor's Maps J09-0048, K09-0464, K09-0463, K09-0460, and K09-0459)
2. Small Grant Program; Review Eligible Projects and Applications
3. 67-73 Nobscot Road
4. Housing Production Plan Update
5. Dutton Road Home Review Project Budget
6. Sudbury Rent Relief Program 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

June 8, 2023 AT 8:00 AM

VIRTUAL MEETING

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

Housing Trust Members Absent: None

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

Mr. Gentile called the meeting to order at 8:01

Minutes

Mr. Riordan made a motion to approve the minutes of February 9, 2023. Mr. Hummel seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cerullo Merrill – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Green Vaswani – Aye, Ms. Howe – Aye, and, Mr. Riordan – Aye.

Mr. Riordan made a motion to approve the minutes of March 9, 2023. Ms. Dretler seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cerullo Merrill – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Green Vaswani – Aye, Ms. Howe – Aye, and, Mr. Riordan – Aye.

Ms. Dretler made a motion to approve the minutes of April 13, 2023. Mr. Hummel seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cerullo Merrill – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Green Vaswani – Aye, Ms. Howe – Aye, and, Mr. Riordan – Aye.

Ms. Dretler made a motion to approve the minutes of May 11, 2023. Ms. Cronin seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Abstain, Ms. Cerullo Merrill – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Green Vaswani – Aye, Ms. Howe – Aye, and, Mr. Riordan – Aye.

Financial Update

Ms. Rust presented the financial update for the March transactions. This was informational and did not require a vote.

Hillside Place

There was discussion about the Housing Trust doing a site visit. The abutting property owners claim the street is a private way which if is true would land-lock all of the plots. The property owner or a designee would need to be available in order to access the property.

67-73 Nobscot Road

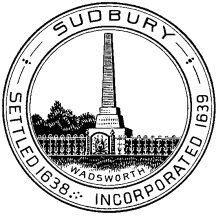
There was conversation about next steps. Staff and Mr. Gentile will reach out to contacts representing this property. There will be a special meeting on June 22nd dedicated to this topic.

Public Comment

Pat Brown 34 Whispering Pine Road suggested that supporting materials be made public prior to public meetings. After discussion the general consensus was that providing working/draft documents to the public could be confusing and inefficient. Completed documents will continue to be posted after all requested edits have been made and approved.

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

The meeting ended at 9:25 AM



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DRAFT MINUTES

June 22, 2023 AT 8:00 AM

VIRTUAL MEETING

Housing Trust Members Present: Chair Carmine Gentile, Vice Chair Robert Hummel, Jessica Cerullo Merrill, Kelley Cronin, Janie Dretler, Cynthia Howe, and John Riordan.

Others Present: 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

Mr. Gentile noted that Ms. Sarah Green Vaswani had resigned and thanked her for her contribution.

Ms. Howe made a motion that the Housing Trust provide general support to the Housing Authority to pursue an application in the process to build affordable housing under the 705-grant process and that the support would be up to and including the funds dedicated for the purchase and development of 67-73 Nobscot Road through whichever legal mechanism is deemed appropriate. Mr. Gentile seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cerullo Merrill – Aye, Ms. Cronin – Aye, Ms. Dretler – Abstain, Ms. Howe – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye.

Mr. Riordan made a motion to adjourn the meeting. Ms. Cronin seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cerullo Merrill – Aye, Ms. Cronin – Aye, Ms. Dretler – Abstain, Ms. Howe – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye.

The meeting ended at 8:31 AM

**Sudbury Housing Trust
FY23 Transactions**

Date	Post MO	Amount	Balance	Account	Description	Payer/Payee
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 \$297,439.25	
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	
1/1/22	Dec-22	\$0.00	\$291,172.46		Trust Balance to 291,172.46	
2/1/22	Jan-22	\$0.00	\$289,875.64		Balance to 289,875.64	
3/1/22	Feb-22	\$0.00	\$294,305.82		Balance to \$294,305.82	
3/14/23	Mar-22	(\$784.91)	\$293,520.91	Salary	Payroll	Town
3/28/23	Mar-22	(\$784.91)	\$292,736.00	Salary	Payroll	Town
Various	Mar-23	(\$741.66)	\$291,994.34	MAP	Mortgage Assistance	Town
3/2/23	Mar-23	\$3,560.00	\$295,554.34	Fee	Sherborn Resale	Grindle, Robinson and
3/2/23	Mar-23	\$188.13	\$295,742.47	Other Income	SHA Nobscot	SHA
3/17/23	Mar-23	\$648.75	\$296,391.22	Other Income	SHA Nobscot	SHA
3/9/23	Mar-23	(\$376.25)	\$296,014.97	Expense	Nobscot feasibility	Beales & Thomas
3/9/23	Mar-23	(\$3,432.50)	\$292,582.47	Expense	Nobscot feasibility	SHA
3/30/23	Mar-23	(\$1,297.50)	\$291,284.97	Expense	Nobscot feasibility	Beales & Thomas
4/1/22	Mar-22	\$0.00	\$291,284.97		Balance to \$291,284.97	
4/11/23	Apr-23	(\$784.91)	\$290,500.06	Salary	Payroll	Town
4/25/23	Apr-23	(\$784.91)	\$289,715.15	Salary	Payroll	Town
4/10/23	Apr-23	(\$247.22)	\$289,467.93	MAP	Mortgage Assistance	Town
4/11/23	Apr-23	\$8,300.00	\$297,767.93	Fee	Monitoring Fee	Avalon
4/19/23	Apr-23	\$1,000.00	\$298,767.93	Fee	Wellington Woods	Wellington Woods
4/20/23	Apr-23	\$482.50	\$299,250.43	Other Income	SHA Nobscot	SHA
4/20/23	Apr-23	(\$965.00)	\$298,285.43	Expense	BEALS & THOMAS	
4/1/22	Apr-23	\$0.00	\$298,285.43		Balance to \$298,285.43	
						Total YTD
Date	Post MO	Amount	Balance	ARPA Account	Description	YTD
			\$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	(\$2,237.00)
12/29/22	Dec-22	(\$1,095.00)	\$71,668.00	Small Grant - 520171	Small Grant #114	(\$3,332.00)
		(\$1,385.00)	\$70,283.00	Small Grant - 520171		(\$4,717.00)
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	\$0.00	\$99,692.51	SRRP - 520173	Add'l funding	
1/31/23	Jan-23	(\$22,873.16)	\$76,819.35	SRRP - 520173	February Rent	
2/28/23	Feb-23	(\$24,283.00)	\$52,536.35	SRRP - 520173	March Rent	
3/31/23	Mar-23	(\$23,352.48)	\$29,183.87	SRRP - 520173	April Rent	
4/30/23	Apr-23	(\$24,270.00)	\$4,913.87	SRRP - 520173	May Rent	(\$120,086.13)
5/31/23	May-23	(\$24,497.88)	-\$19,584.01	SRRP - 520173	June Rent	(\$144,584.01)
6/30/23	Jun-23	(\$11,290.08)	-\$30,874.09	SRRP - 520173	July Rent	(\$155,874.09)

**Sudbury Housing Trust
Financial Projection - Detail**

Description	Line#	FY22	FY23			FY24	Total	
		Actual	Actual	Remaining	Projected	Planned		Planned
Housing Unit Creation								
Cumulative #units created	1							
Cumulative per unit subsidy of created units	2							
Annual #Trust Created Units	3							
Annual \$Trust Created Units	4							
Total subsidy of created units	5							
#Trust Assisted Units	6							
\$Trust Assisted Units	7							
Cumulative per unit subsidy of assisted units	8							
Detailed Statement of Revenues and Expenditures								
Carry Forward	10	\$129,310.94	\$305,025.35	\$0	\$305,025		\$299,250	
Fees - 712543/430000	20	\$58,972	\$38,847	\$11,000	\$49,847	\$99,200	\$87,450	\$976,698
Resales	21	\$750	\$8,465	\$0	\$8,465		\$4,000	\$33,414
External Contracts (sum of below)	22	\$58,222	\$30,382	\$11,000	\$41,382		\$83,450	\$931,464
<i>Bedford Woods/Concord Millrun</i>	23	<i>\$9,400</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>		<i>\$19,000</i>	<i>\$32,400</i>
<i>Harvard - Pine Hill Village</i>	24	<i>\$2,500</i>	<i>\$0</i>	<i>\$7,500</i>	<i>\$7,500</i>		<i>\$10,000</i>	<i>\$29,200</i>
<i>Natick Graystone Lane</i>	25	<i>\$1,000</i>	<i>\$5,000</i>	<i>\$1,500</i>	<i>\$6,500</i>			<i>\$7,500</i>
<i>Medford Wellington Woods</i>	26	<i>\$5,000</i>	<i>\$4,000</i>	<i>\$2,000</i>	<i>\$6,000</i>		<i>\$19,000</i>	<i>\$41,000</i>
<i>Holliston - Village Green</i>	27		<i>\$0</i>	<i>\$0</i>	<i>\$0</i>		<i>\$11,000</i>	<i>\$12,000</i>
<i>Rental Recertification: Messenger, Corey St</i>	28	<i>\$3,350</i>	<i>\$3,750</i>	<i>\$0</i>	<i>\$3,750</i>		<i>\$3,750</i>	<i>\$40,250</i>
<i>Monitoring - MassHousing, Cold Brook</i>	29	<i>\$24,212</i>	<i>\$17,632</i>	<i>\$0</i>	<i>\$17,632</i>		<i>\$18,700</i>	<i>\$81,334</i>
<i>Misc</i>	29	<i>\$1,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>		<i>\$2,000</i>	<i>\$3,000</i>
<i>Completed</i>		<i>\$11,760</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>		<i>\$0</i>	<i>\$678,280</i>
CPA and Other Financing - 712549/497000	30	\$404,903	\$77,518	\$9,300	\$86,818	\$350,000	\$730,000	\$3,986,613
SHA Nobscot (CPA)	31	\$16,403	\$2,518	\$9,300	\$11,818			\$32,117
CPA	36	\$388,500	\$0	\$0	\$0		\$730,000	\$3,688,396
State ARPA - Mortgage Assistance	32		\$75,000	\$0	\$75,000		\$0	\$75,000
Interest - 712548/482000, 712548/489000	41	\$408.50	\$516	\$500	\$1,016	\$500	\$1,000	\$66,729
State Earmark - Mortgage Assistance payments	45	-\$1,593.66	-\$20,395.22	-\$494.44	-\$20,889.66		-\$52,517	-\$75,000
Expenditures - 712557/522100/earmark	50	-\$284,603.46	-\$87,967	-\$232,604	-\$320,571	-\$668,634	-\$554,755	-\$4,112,254
Legal/Insurance	52		-\$1,910		-\$1,910		\$0	-\$5,510
RHSO/Contract Assistance	54	-\$44,889.00	-\$40,946	\$0	-\$40,946		-\$51,755	-\$312,386
Programs - sum of below	56	-\$231,398.06	-\$34,441	-\$231,604	-\$266,045		-\$488,000	-\$3,429,621
<i>Remaining CPA</i>	560		<i>\$0</i>	<i>-\$160,506</i>	<i>-\$160,506</i>			<i>-\$160,506</i>
<i>Nobscot Feasibility (CPA)</i>	561	<i>-\$29,277.80</i>	<i>-\$7,503</i>	<i>-\$11,098</i>	<i>-\$18,600</i>			<i>-\$51,406</i>
<i>Small Grant Program</i>	562	<i>-\$22,404.00</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>		<i>\$0</i>	<i>-\$212,530</i>
<i>Home Preservation Grants/HFH</i>	563	<i>-\$17,950.00</i>	<i>\$0</i>	<i>-\$40,000</i>	<i>-\$40,000</i>		<i>-\$50,000</i>	<i>-\$155,103</i>
<i>Rental Assistance - ERAP (Trust funded)</i>	564	<i>\$0.00</i>		<i>\$0</i>	<i>\$0</i>		<i>\$0</i>	<i>-\$39,850</i>
<i>Rental Assistance - SRRP (CPA funded)</i>	565	<i>-\$161,766.26</i>	<i>-\$26,939</i>	<i>\$0</i>	<i>-\$26,939</i>			<i>-\$188,705</i>
<i>H4H, Dutton Roa</i>	566			<i>-\$20,000</i>	<i>-\$20,000</i>			<i>-\$68,249</i>
<i>Grants: Coolidge/SHA</i>	567						<i>-\$438,000</i>	<i>-\$888,000</i>
Lottery Expense (sum of below)	58	-\$8,316.40	-\$10,670	-\$1,000	-\$11,670		-\$15,000	-\$242,001
<i>Advertising/Insurance</i>	581	<i>-\$8,316.40</i>	<i>-\$10,670</i>	<i>-\$1,000</i>	<i>-\$11,670</i>		<i>-\$15,000</i>	<i>-\$181,072</i>
Trust portion of Salaries - 712551/511100	60	-\$2,372.28	-\$14,293	-\$38,207	-\$52,500		-\$52,000	-\$285,424
Ending Trust Balance	70	\$305,025.35	\$299,250.05	-\$250,010.62	\$69,634.65		\$510,945.05	
ARPA Funded - SRRP	80		-\$120,086.13	-\$35,787.96	-\$155,874.09		-\$44,125.91	-\$200,000
ARPA Funded - Small Gant	81		-\$4,717.00	\$0.00	-\$4,717.00		-\$70,283.00	-\$75,000