

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 September 14, 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 Outstanding Meeting Minutes if presented. – Possible Vote
2. Discussion on Term Limits of Housing Trust Members
3. Financial Update
 - Ratify May and June 2023 transactions, if presented - Possible Vote

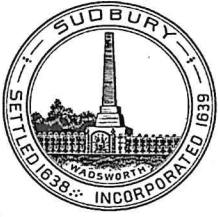
Housing Trust Initiatives

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: Review prior grants; applicant 120 and 121– Possible Vote
3. 67-73 Nobscot Road

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

August 10, 2023 AT 8:00 AM

VIRTUAL MEETING

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

Absent: Kelley Cronin

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

Mr. Hummel began the meeting at 8:16 AM

Approval of July 13, 2023 Minutes

Ms. Dretler made a motion approve the minutes of July 13, 2023 as amended. Mr. Riordan seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cerullo Merrill - Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye.

CP-3 Report

Ms. Rust discussed the CP-3 reports related to the Sudbury Housing Trust. All were normal, up to date and timely submitted. The Sudbury Housing Trust is in compliance with CPA CP-3 reporting requirements.

Mr. Riordan made a motion approve the CP-3 reports. Mr. Gentile seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cerullo Merrill - Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye.

Lottery Contract

Mr. Riordan made a motion to accept the lottery contract as presented. Mr. Hummel seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cerullo Merrill - Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye.

Financial update:

Ms. Rust presented a financial update. There were no abnormal transactions.

Ms. Dretler made a motion to ratify the transactions of FY24. Ms. Howe seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye.

Small Grants

Applicant 120

The homeowner resides in a deed restricted property and the boiler/furnace has failed.

Ms. Howe made a motion to approve the application in its entirety. \$7,500 from the small grants program and the remainder from the Housing Preservation Capital repair provided that there are two estimated provided and that the lowest qualified estimate is selected. funds provided that. Mr. Gentile called for a second but there was no second.

There were concerns about the total cost of this project and questions about if a more environmentally friendly option could be explored. Applicant 120's request was not approved and will be revisited when additional information is acquired.

Applicant 121

The homeowner resides in a deed restricted property and is need of a new heating unit. The current system was inspected and deemed to be unsafe and incorrectly vented.

Ms. Dretler made a motion to approve the applicant's request of \$7,500 provided the applicant selects a heating system 90% efficient (or higher) Ms. Howe seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye.

67-73 Nobscot

Amy Lepak stated that the Housing Authority would be moving forward with an appraisal. Funds to cover this expense were previously approved by the Housing Trust but the discussion that followed resulted in a good faith agreement that the Housing Authority and Housing Trust would share the expense of having the property professionally appraised.

Housing Production Plan

The working group will have there first meeting August 17, 2023 at 8:00. The consultant will be running the meeting and more information will be provided during this meeting.

At this time Ms. Cerullo Merrill left the meeting

Land Donation at Hillside Place:

The land being offered to the Housing Trust is likely not suitable for development due to topography as well as the difficulty with access. The parcels being offered do not meet the goals of the Housing Trust and the Town is exploring possibly accepting the land for conservation.

Dutton Road home Review Project Update

Ms. Rust explained that the marketing of the second unit will be beginning the week of August 13, 2023. She stated that there has been progress made on the roof and home(s) but that the landscaping was still in need of attention.

Mr. Gentile made a motion to approve \$3,000 of funding for a clean-up and landscaping. Ms. Dretler seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe – Aye, Mr. Hummel – Aye, Mr. Riordan – Aye.

Public Comment:

Pat Brown of 34 Whispering Pine Road questioned the logistics of having owners of multi-family homes be part of the condo association. She also requested budgeting for items similar to the prior items discussed. Ms. Rust explained this is the current practice.

New Business:

There was no new business

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

The meeting ended at 9:12 AM

RETURN TO:
OFFICE OF TOWN COUNSEL
TOWN OF SUDBURY
278 OLD SUDBURY RD.
SUDBURY, MA 01776



Bk: 69837 Pg: 157 Doc: AMEND
Page: 1 of 2 08/28/2017 11:44 AM

SUDBURY HOUSING TRUST
AMENDMENT

The Sudbury Housing Trust Declaration of Trust executed February 15, 2007 and recorded in the Middlesex South District Registry of Deeds March 8, 2007 at Book 49096, Page 353, as amended, is hereby further amended by striking the last sentence in the second paragraph of Article IV Appointment and Tenure of Trustees. The second paragraph of Article IV shall hereby read as follows:

The Trustees shall be appointed for a two (2) year term, such term to end on April 30 of the expiration year or until such time as a successor is appointed, should said appointment be delayed. Two of the initial Trustee appointments shall be for a term of one (1) year, and may be re-appointed at the discretion of the Board of Selectmen.

IN WITNESS WHEREOF the said Trustees have hereunto set their hands and seals this 22 day of June, 2017.

Kelley Cronin
Kelley Cronin

Cynthia Howe
Cynthia Howe

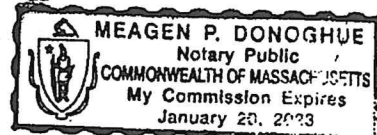
Susan Iuliano
Susan Iuliano

Andrew Kaye
Andrew Kaye

Robert Morrison
Robert Morrison

Lydia Pastuszek
Lydia Pastuszek

Jay Zachariah
Jay Zachariah



Meagen P. Donoghue
7/25/17

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX, ss.

July 26, 2017

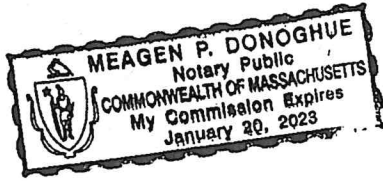
On this 26 day of July, 2017, before me, the undersigned notary public, personally appeared ~~ANDREW VALE, CHASE, MARISSA, LISA, ANASTASIA & JAY ZACHARIAH~~ ^{KEVIN CRONIN, CYNTHIA HOWE, SUSAN IULIANO} ~~ANDREW VALE, CHASE, MARISSA, LISA, ANASTASIA & JAY ZACHARIAH~~ ^{PEOPLE} ~~ANDREW VALE, CHASE, MARISSA, LISA, ANASTASIA & JAY ZACHARIAH~~ ^{ACKNOWLEDGED}, to be the person whose name is signed on the preceding document, as AUTHORIZED CAROLLES of the SUDANX HOLDINGS and acknowledged to me that ~~he/she~~ ^{THEY} signed it voluntarily for its stated purpose.



Notary Public

Print Name.

My Commission Expires:



**Sudbury Housing Trust
FY23 Transactions**

Date	Post MO	Amount	Balance	Account	Description
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
4/1/22	Mar-22	\$0.00	\$291,284.97		Balance to \$291,284.97
5/1/23	Apr-23	\$0.00	\$298,285.43		Balance to \$298,285.43
5/4/23	May-23	(\$784.91)	\$297,500.52	Salary	Payroll
5/18/23	May-23	(\$784.91)	\$296,715.61	Salary	Payroll
5/18/23	May-23	(\$247.22)	\$296,468.39	MAP	Mortgage Assistance
5/18/23	Apr-23	\$1,000.00	\$297,468.39	Fee	Wellington Woods
6/1/23	May-23	\$0.00	\$297,468.39		Balance to \$297,468.39
6/22/23	Jun-23	(\$247.22)	\$297,221.17	MAP	Mortgage Assistance
6/14/23	Jun-23	\$1,000.00	\$298,221.17	Fee	Wellington Woods
6/14/23	Jun-23	\$5,000.00	\$303,221.17	Fee	Pine Hill Harvard
6/30/23	Jun-23	\$7,101.79	\$310,322.96	Interest	Catch Up Interest
6/30/23	Jun-23	\$280.42	\$310,603.38	Interest	Catch Up Interest
6/1/23	Jun-23	(\$1,032.54)	\$309,570.84	Salary	Payroll
6/15/23	Jun-23	(\$815.62)	\$308,755.22	Salary	Payroll
6/29/23	Jun-23	(\$815.62)	\$307,939.60	Salary	Payroll
6/15/23	Jun-23	(\$10,000.00)	\$297,939.60	Expense	Habitat Condo funding
7/1/23	Jun-23	\$0.00	\$297,939.60		Balance to \$297,939.60

**Sudbury Housing Trust
Financial Projection - Detail**

Description	Line#	FY22	FY23		FY24	Total
		Actual	Actual	Planned	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	\$5,159	\$5,159			
Detailed Statement of Revenues and Expenditures						
Carry Forward	10	\$129,310.94	\$305,025.35		\$297,940	
Fees - 712543/430000	20	\$58,972	\$45,847.00	\$99,200	\$94,100	\$979,348
Resales	21	\$750	\$8,465		\$4,000	\$33,414
External Contracts (sum of below)	22	\$58,222	\$37,382		\$90,100	\$934,114
<i>Bedford Woods/Concord Millrun</i>	23	<i>\$9,400</i>	<i>\$0</i>		<i>\$19,000</i>	<i>\$32,400</i>
<i>Harvard - Pine Hill Village</i>	24	<i>\$2,500</i>	<i>\$5,000</i>		<i>\$12,500</i>	<i>\$29,200</i>
<i>Natick Graystone Lane</i>	25	<i>\$1,000</i>	<i>\$5,000</i>		<i>\$0</i>	<i>\$6,000</i>
<i>Medford Wellington Woods</i>	26	<i>\$5,000</i>	<i>\$6,000</i>		<i>\$19,000</i>	<i>\$41,000</i>
<i>Holliston - Village Green</i>	27		<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>\$3,750</i>	<i>\$40,250</i>
<i>Monitoring - MassHousing, Cold Brook, Avalon</i>	29	<i>\$24,212</i>	<i>\$17,632</i>		<i>\$22,850</i>	<i>\$85,484</i>
<i>Misc</i>	29	<i>\$1,000</i>	<i>\$0</i>		<i>\$2,000</i>	<i>\$3,000</i>
Completed		\$11,760	\$0		\$0	\$678,280
CPA and Other Financing - 712549/497000	30	\$404,903	\$77,518	\$350,000	\$730,000	\$3,977,313
SHA Nobscot (CPA)	31	\$16,403	\$2,518			\$22,817
CPA	36	\$388,500	\$0		\$730,000	\$3,688,396
State ARPA - Mortgage Assistance	32		\$75,000		\$0	\$75,000
Interest - 712548/482000, 712548/489000	41	\$408.50	\$7,898	\$500	\$1,000	\$73,612
State Earmark - Mortgage Assistance payments	45	-\$1,593.66	-\$20,889.66		-\$52,517	-\$75,000
Expenditures - 712557/522100/earmark	50	-\$284,603.46	-\$98,931.96	-\$668,634	-\$549,255	-\$4,116,719
Legal/Insurance	52		-\$1,910.00		\$0	-\$5,510
RHSO/Contract Assistance	54	-\$44,889.00	-\$40,946.00		-\$43,255	-\$303,886
Programs - sum of below	56	-\$231,398.06	-\$45,406.00		-\$494,000	-\$3,446,585
Remaining CPA	560		\$0.00			\$0
<i>Nobscot Feasibility (CPA)</i>	561	<i>-\$29,277.80</i>	<i>-\$8,467.50</i>		<i>-\$6,000</i>	<i>-\$47,273</i>
<i>Small Grant Program</i>	562	<i>-\$22,404.00</i>	<i>\$0.00</i>		<i>\$0</i>	<i>-\$212,530</i>
<i>Home Preservation Grants/HFH</i>	563	<i>-\$17,950.00</i>	<i>\$0.00</i>		<i>-\$50,000</i>	<i>-\$115,103</i>
<i>Rental Assistance #1 - ERAP (Trust funded)</i>	564	<i>\$0.00</i>	<i>\$0.00</i>		<i>\$0</i>	<i>-\$39,850</i>
<i>Rental Assistance #2 - SRRP (CPA funded)</i>	565	<i>-\$161,766.26</i>	<i>-\$26,938.50</i>			<i>-\$188,705</i>
<i>H4H, Dutton Road</i>	566		<i>-\$10,000.00</i>			<i>-\$58,249</i>
<i>Nobscot</i>	567		<i>\$0.00</i>		<i>-\$438,000</i>	<i>-\$438,000</i>
Lottery Expense (sum of below)	58	-\$8,316.40	-\$10,669.96		-\$12,000	-\$238,001
<i>Advertising/Insurance</i>	581	<i>-\$8,316.40</i>	<i>-\$10,669.96</i>		<i>-\$12,000</i>	<i>-\$177,072</i>
Trust portion of Salaries - 712551/511100	60	-\$2,372.28	-\$18,527		-\$55,000	-\$292,657
Ending Trust Balance	70	\$305,025.35	# \$297,939.60		\$518,784.60	
Rental Assistance #3 - ARPA SRRP	80		# -\$155,724.09		-\$44,275.91	-\$200,000
Small Grant - ARPA Funded	81		# -\$4,717.00		-\$70,283.00	-\$75,000

Hi Andy,

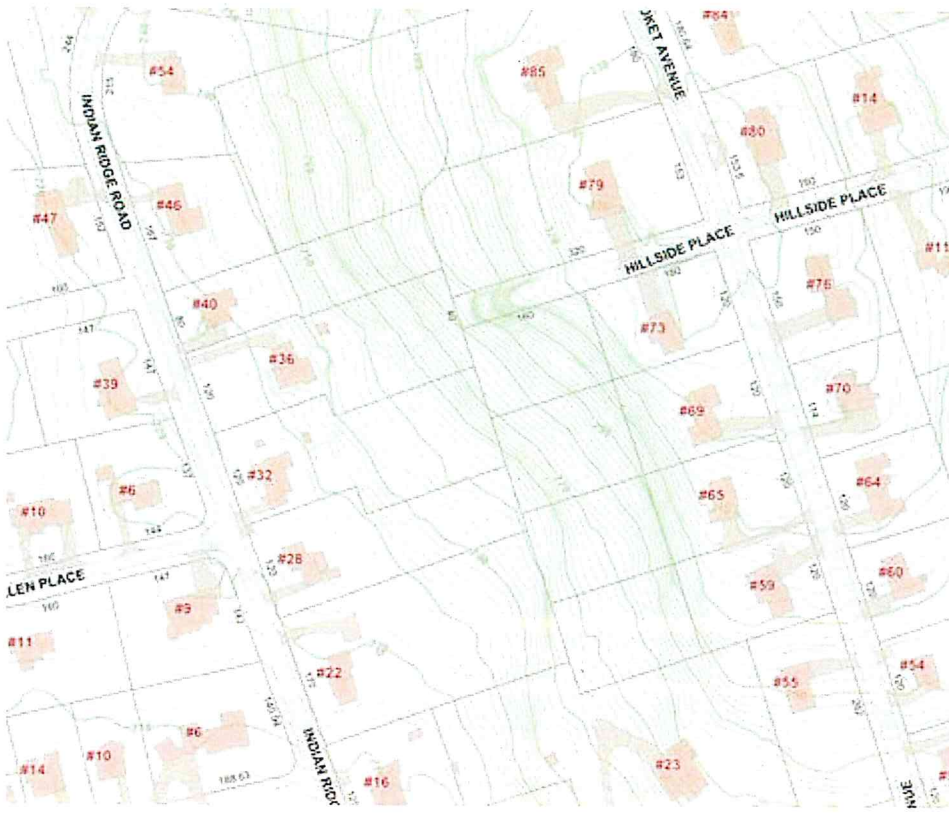
Ryan wanted to be sure you're in the loop regarding 5 parcels of land that will be up for discussion at the next Housing Trust Meeting.

William L Hall Irrevocable Trust owns the parcels off of Hillside Place shown in gray and yellow below:



The trust has offered to donate the land to the Housing Trust.

Ryan made a site visit to the property, and it doesn't appear to be ideal for development by the SHA. There are no public access roads and the land itself it quite steep (contours shown below).



He thinks the land may be of interest to Conservation.

Just wanted to be sure this is on your radar and see if you have any thoughts.

Thank you,
Leila

LEILA S. FRANK
OFFICE SUPERVISOR/INFORMATION OFFICER
SUDBURY TOWN MANAGER & SELECT BOARD'S OFFICE
278 OLD SUDBURY ROAD
SUDBURY, MA 01776
978-639-3380
SUDBURY.MA.US

WHEN WRITING OR RESPONDING, PLEASE BE AWARE THE SECRETARY OF STATE HAS DETERMINED THAT E-MAIL IS A PUBLIC RECORD AND THUS NOT CONFIDENTIAL.

Applicant 120:

Hot Water Boiler Replacement

Number in Household: 3 – ages 42, 15, 10

Income: \$32,224

Senior Household: No

Disabled: No

Deed Restricted: Yes

Assessed Value of House: \$255,548, Mortgage: \$120,465, Equity of \$135,083

Amount Requested: \$7,500

Estimates Received:

- 1) Thermal Climate Control Heating & Air Conditioning - \$10,436

This homeowner submitted her application a couple of months ago, but it got lost in my email inbox, and I only realized it was never reviewed a couple of weeks ago. At that time, I contacted the owner and requested that she obtain a second estimate, but was not able to do so in time for the SHT meeting. This is an urgent repair, so she would like her application to be considered with this one estimate.



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SudburyHousingTrust@sudbury.ma.us

SMALL GRANT PROGRAM APPLICATION

1. Household Information

Applicant Name [redacted] Phone Number [redacted] E-mail [redacted]

Address [redacted] City/State/Zip Sudbury MA 01776

Co-Applicant Name _____ Phone Number _____ E-mail _____

Address _____ City/State/Zip _____

Number of people currently living in household, their names and their ages: 3

[redacted]

Any person in the household* (optional):

Disabled: No Yes Deed Restricted Property: No Yes

2. Property Information

Is there a mortgage on the property? No Yes, Balance: _____
Please attached tax bill showing assessed value, and statement showing mortgage/lien balance

Is the property your primary residence? No Yes

Do you own additional real estate? No Yes, Address: _____
Please attached tax bill showing assessed value, and statement showing mortgage/lien balance

3. House Repair Needed

Indicate the amount requested, and which estimate you are requesting: \$ 7,500

Please describe the work needed. Is completion of this work item related to preserving the structural integrity of the dwelling or health/safety/welfare of its occupants? Describe the urgency of need.

Q in heater busted and flooded our basement

SMALL GRANT PROGRAM APPLICATION

CERTIFICATION

I/We, the undersigned, have made application to the Sudbury Small Grants Program for monies from the Sudbury Housing Trust to cover the cost of repairs or adaptations to my home as stated, and the Program Administrator or their designated representative may verify the information in this application by personal inspection of appropriate documents, by hearing corroborating testimony or by other available means.

I/We agree to sign a Grant Agreement if the project is approved and funds awarded.

I/We agree to comply with all applicable building codes and to obtain all required permits.

I/We understand that if the project is over the grant amount, I will pay for the amount over the grant award, and that I will be required to fund my portion of the project in advance of the grant funds.

I/We certify that all the information in this application and any additional information provided by me in support of this application is, and will be, entirely accurate to the best of my knowledge; and that no information relevant to that application has been, or will be, deliberately withheld.

I/We understand that any Sudbury Small Grants Program monies committed, or used to pay, for my requested home repairs or adaptations will be subject to recapture at any time during the contracted work, during the first year following the contracted work or at any time after the first year should any information supplied by me prove to be deliberately false or misleading, including all application material, or if I rent or sell my home in the first year after Sudbury Small Grants Program work is completed. Failure to comply with the rules and guidelines of this program may result in homeowner repayment of the grant monies.

Therefore, I agree to notify the Sudbury Housing Trust at least 60 days prior to listing my home for sale.

By signing below, Applicant(s) requests the Program Administrator to review this application for the purpose of receiving funding assistance through the Sudbury Housing Trust. Applicant(s) declares that the information and statements provided herein are true and correct to the best of their knowledge.

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

- Completed application
- Copies of most recent Federal tax return, and supporting schedules
- Copies of most recent property tax bills for all properties
- Copies of all current mortgage balances, including home equity lines of credit
- Copies of two estimates for work by professional contractor
- Picture of area to be worked on
- Copy of Picture Identification (Driver's License or similar)



5/16/23
Date

Co-Applicant Date

Thermal Climate Control Heating & Air Conditioning

(978) 897-0800 [\(978\) 618-1973](tel:(978)618-1973)

Stow, Mass. 01775

www.tcchvac.com

● Installation ● Service ● Residential ● Commercial

5/4/2023



As requested for a quote to replace an existing hot water boiler.

Equipment to be installed as follows:

1) Lochinvar KHB055N 95% AFUE

1) Grundfos Pump

Misc piping to tie in new boiler to existing manifolds

The new boiler will be piped as a primary secondary piping design

New pump on the primary loop thru boiler

Removal/Disposal of the old equipment

Installation Labor

Thermostats

Replace the existing Honeywell RedLINK thermostat that was damaged

Electrical Connection

The existing circuit will be reused to feed new equipment

Permits

Permit costs not included in quote if applicable

Flue piping

The existing flue piping will get connected to the new boiler

Warranty

Thermal Climate Control Heating & Air Conditioning

(978) 897-0800 (978) 618-1973

Stow, Mass. 01775

www.tcchvac.com

● Installation ● Service ● Residential ● Commercial

Lochinvar Boiler

Heat exchanger 10 year parts

Thermal Climate Control Inc.

1 Service Warranty, Basic maintenance is still required & is not included in this quote or covered by the service warranty
Warranty on parts/materials supplied by TCC

What's not included

Asbestos removal if applicable
Chimney Liner
Permit fees

Unless otherwise stated in this contract, any work or materials beyond what is specified in this contract will be considered beyond the scope of the original project. If that should occur a price will be given before any costs are incurred. The work will be done during normal working hours between 8a-5p. There also needs to be another means of heating the building during construction, the coils & heat exchangers will not perform to the potential if dirty.

Thermal Climate Control is not responsible for any loss revenue from tax credits or rebate programs due to the following; missing deadlines, failure to send in paperwork, lost paperwork, changes of the program or funding of the program, in good faith I will help you fill out paperwork required to file, but ultimately it is the customer's responsibility to send in all paperwork required.

Total to be paid

\$16,607

I will furnish labor and materials complete in accordance with the above specifications for the amount above.

Payment to be made \$5,000 down with signed contract, \$5,000 when equipment is delivered, remainder upon start-up/completion.

Final payment is due upon start-up/completion of the system; all balances remaining will carry a maximum interest rate allowed by law.

Thermal Climate Control Heating & Air Conditioning

(978) 897-0800 (978) 618-1973

Stow, Mass. 01775

www.tcchvac.com

● Installation ● Service ● Residential ● Commercial

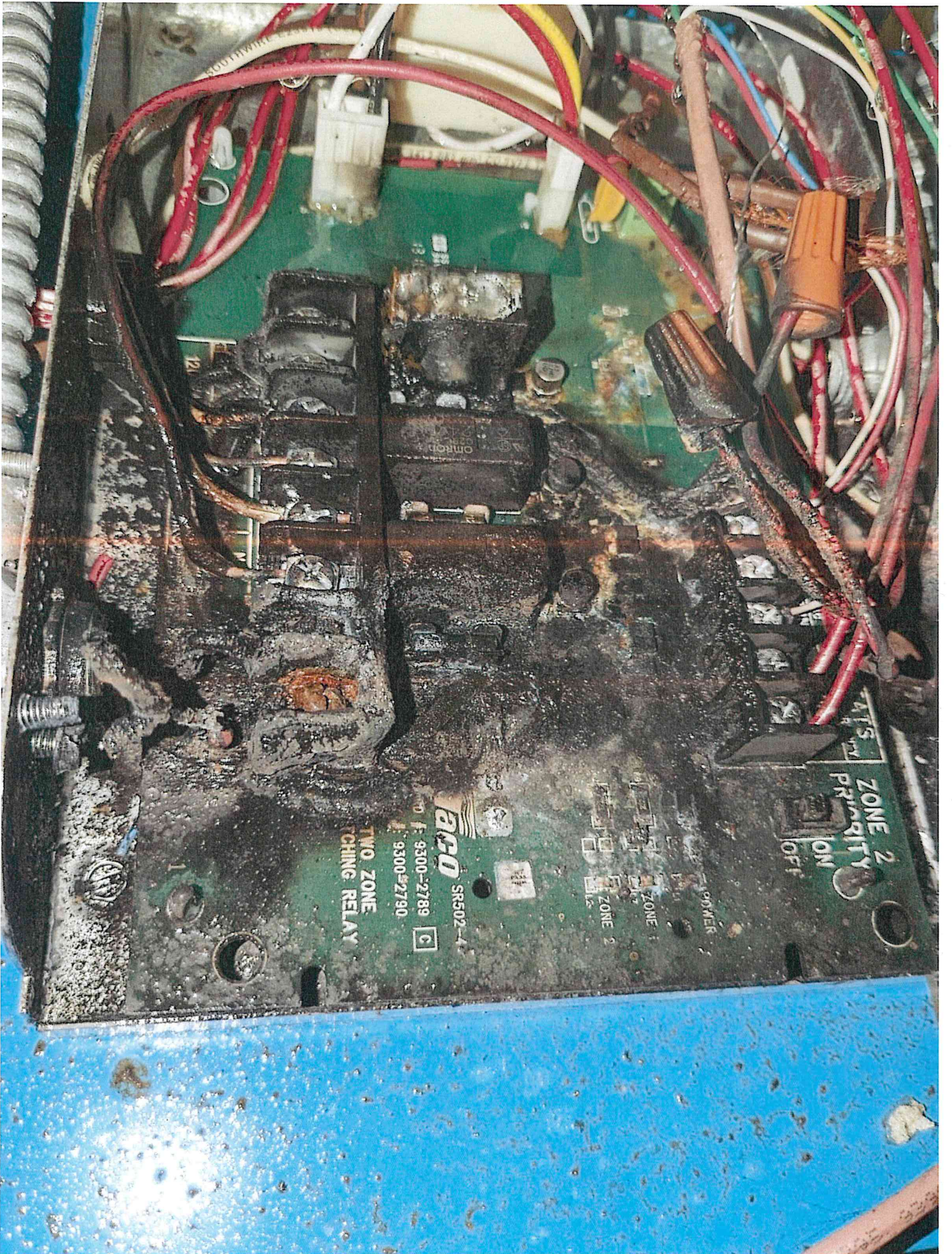
Please Sign and Return, Thank You.

Signature & Date of Acceptance *Customer signature*

Shawn Whitney

Shawn Whitney

Thermal Climate Control Inc.



9300 SR502-4
9300-2789
9300-2790

TWO ZONE
SWITCHING RELAY

ZONE 2
PRIORITY
ON
OFF

POWER
ZONE 1
ZONE 2

Omron
SR502-4

