



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

MINUTES April 9, 2026 AT 8:00 AM

VIRTUAL MEETING

Housing Trust Members Present: Chair Carmine Gentile, Vice Chair Jack Ryan, Kay Bell, Gabe Ciccariello, Jessica Cerullo-Merrill, Janie Dretler, Cynthia Howe, Jeff Levine, John Riordan

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

Town Meeting

Carmine Gentile noted that Annual Town Meeting will be May 4-6. Janie Dretler added that the Select Board had voted to hold a Special Town Meeting on May 20. The Trust's CPA funding application is part of the bundled CPA article; articles are bundled and can be pulled individually. The Trust should be prepared to present if the appropriation is pulled from the consent/bundled calendar. Carmine Gentile volunteered to present on behalf of the Trust.

Sudbury Pride Day

Sudbury Pride Day will be held Sunday, June 14, 2026, 2:00–5:00 PM at Curtis Middle School. The Trust agreed to participate with a table. Motion passed to participate and to decide contribution amount at the May meeting. Community Outreach budget is \$2,000 and none has been spent (Liz Rust). Town committees are exempt from table fees, but the Pride Committee (currently operating under Mass Cultural Council's 501(c)(3)) invites sponsorship levels (\$50, \$100, \$250, \$500, \$750, \$1,000). The Trust will consider a sponsorship level at the May meeting.

Home Preservation Program

The "Sudbury Housing Trust Home Preservation Process — evaluation through Purchase and Sale" was presented to the group. This document contains a Property Acquisition Evaluation checklist, and an Buyer Agency Agreement. Liz Rust, Adam Burney, and John Riordan had prior involvement drafting the documents. The proposed buyer's broker Michael (Mike) Hunter (2% commission). The Trust has a prior relationship with Mr. Hunter, and he has experience with affordable housing in Sudbury, and market responsiveness.

Discussion clarified this is a buyer's-broker arrangement; seller's brokers can still present properties. Trust agreed the arrangement should not preclude other brokers bringing listings; seller's brokers remain applicable. If other brokers bring properties, commission arrangements would follow normal buyer/seller broker roles.

Offers will be contingent on inspection results and Select Board approval (Select Board must approve acquisition per Trust charter). The process allows a slightly longer contingency window to permit Select Board executive session review and decision. Inspections are to occur prior to Select Board approval so Select Board will receive inspection information.

CPA rules allow CPA-funded acquisitions and transaction costs (broker fees, legal fees, renovations, lottery costs, etc.) to be procured without standard M.G.L. c.30B procurement. Staff confirmed transaction costs are included under CPA allowances.

Members discussed disclosure expectations for potential conflicts; general guidance noted conflicts are primarily personal financial benefits (family, business interests). Members agreed to disclose relationships (e.g., neighbors, brokers known to members) to preserve transparency.

Kay expressed concerns regarding her understanding of Open Meeting Law. Concerns related to Trust members performing evaluation work, potential discussion or opinions at possible site visits. Carmine explained that there are provisions in OML for functions necessary for the acquisition of real property. The conversation escalated and staff assisted with summary guidance:

- Site visits can be informational and exempt from OML so long as no deliberation occurs at the site.
- Members of the committee may do work on behalf of the committee provided the deliberation and decision are made in open session.
- The process was revised to avoid creating a standing evaluation subcommittee. Language edits agreed in real time: replace references to an "evaluation team" with language that the Trust will notify all members of a showing and that no more than two Trust members, along with staff and the partner realtor, will attend site visits; clarifying that site visits are informational and deliberation will occur at public meetings or in executive session as needed.

Carmine Gentile made a motion to adopt the Home Preservation Process (- evaluation through Purchase and Sale) as amended, Buyer Agency Agreement as amended and allocate up to \$1,200 per inspection for home inspection and incidental costs. Jack Ryan seconded the motion. Roll Call Vote: Carmine Gentile – Aye, Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jessica Cerullo-Merrill - Aye, Janie Dretler – Aye, Cynthia Howe – Aye, Jeff Levine – Aye, John Riordan – Aye.

Janie Dretler made a motion to authorize the chair to sign the Buyer Agency Agreement. Gabe Ciccariello seconded the motion. Roll Call Vote: Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jessica Cerullo-Merrill - Aye, Janie Dretler – Aye, Cynthia Howe – Aye, Jeff Levine – Aye, John Riordan – Aye.

77 Hudson Road

Adam Burney updated the Trust that the septic testing/perk testing planning underway. Adam is awaiting a contract from Dillis & Roy for septic testing; DPW has agreed to perform digging. Testing likely scheduled for late July–early August. Trust is otherwise paused on further work until test results are available.

Housing Roundtable

Planning continues; invitations for a meeting (noted confusion over dates) are being prepared for a meeting in June (staff will circulate final date; initial discussion mentioned June 9). Kay noted Tuesday conflicts commonly arise; staff clarified that efforts are made to avoid conflicts and had reviewed the Town Calendar when scheduling.

Financial Transaction of February 2026

Liz Rust presented February financials and noted Ryan Poteat had prepared the statements and is transitioning to take this over.

Carmine Gentile made a motion to ratify the February 2026 financial transactions. Kay Bell seconded the motion. Roll Call Vote: Carmine Gentile – Aye, Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jessica Cerullo-Merrill - Aye, Janie Dretler – Aye, Cynthia Howe – Aye, Jeff Levine – Aye, John Riordan – Aye.

Minutes of February 12, 2026

Edits to the minutes included change an expertise listing from “conservation” to “finance” and change “accessibility” to “accessibility/disability;” correct name typo “Jark Ryan” to Jack Ryan.

Carmine Gentile made a motion to approve the February 12, 2026 minutes as amended. Janie Dretler seconded the motion. Roll Call Vote: Carmine Gentile – Aye, Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jessica Cerullo-Merrill - Aye, Janie Dretler – Aye, Cynthia Howe – Aye, Jeff Levine – Aye, John Riordan – Aye.

Minutes of March 12, 2026

Edits to the minutes included change planning/advisory wording for Liberty Ledge item (Town Advisory Group/advisory) and remove “conservation” in applicant expertise and add “accessibility/disability;” minor wording edits to reflect agreement about preparing the home preservation outline.

Carmine Gentile made a motion to approve the March 12, 2026 minutes as amended. Jack Ryan seconded the motion. Roll Call Vote: Carmine Gentile – Aye, Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jessica Cerullo-Merrill - Abstain, Janie Dretler – Aye, Cynthia Howe – Aye, Jeff Levine – Aye, John Riordan – Aye.

Working Group Dissolution

Carmine Gentile made a motion to dissolve any group working on the Home Preservation Process. Kay Bell seconded the motion. Roll Call Vote: Carmine Gentile – Aye, Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jessica Cerullo-Merrill - Abstain, Janie Dretler – Aye, Cynthia Howe – Aye, Jeff Levine – Aye, John Riordan – Aye.

Other/New Business

Janie Dretler inquired about the Planning Board’s support on Article 19 which requests funding for a consultant to assist with visioning of Liberty Ledge Sewataro. Adam stated that the Planning Board is always in support of planning processes.

Future Meeting Schedule

The next Housing Trust meeting is scheduled for Thursday, May 14 at 8:00 AM via Zoom.

Adjournment

Kay Bell made a motion to adjourn. Carmine Gentile seconded the motion. Roll Call Vote: Carmine Gentile – Aye, Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jessica Cerullo-Merrill - Aye, Janie Dretler – Aye, Cynthia Howe – Aye, Jeff Levine – Aye, John Riordan – Aye.