Town of Sudbury
Housing Trust

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MINUTES
August 13, 2026 8:00 AM

VIRTUAL MEETING – All attendance is remote

Housing Trust Members in Attendance: Chair Carmine Gentile, Vice Chair Jack Ryan, Kay Bell, Gabe Ciccariello, Jeff Levine, and Susan Asbedian-Ciaffi (appointed, not yet sworn in; non-voting)
Members Absent: Janie Dretler
Others in Attendance: Director of Planning and Community Development Adam Burney, Director of the Regional Housing Services Office (RHSO) Liz Rust, RHSO Kristen Guichard, and Community Preservation Coordinator Ryan Poteat

General/Market Rate Considerations

The Trustees discussed opportunities to acquire market-rate homes for resale as affordable housing. Members clarified that the Trust is interested in purchasing market-rate homes for conversion to affordable ownership opportunities, not in purchasing homes for resale at market rate. Members discussed the importance of remaining alert to properties that may become available and noted that the Trust's contracted real estate broker is also monitoring opportunities.

Members also discussed the need for additional education for Trust members regarding housing affordability, Area Median Income (AMI) levels, and the different types of housing programs and eligibility requirements. A workshop or educational session for Trust members will be considered.

Stone Road Update

Kristen Guichard reported that the Local Initiative Program (LIP) application for 16 Stone Road has been drafted and is awaiting the Trust's review of the home inspection and the scope of work to be undertaken. Adam Burney reported that the home inspection was provided to the Building Inspector and the Town's Combined Facilities Director for review. Adam will visit the property with them to identify critical work and other work that may be appropriate before the property proceeds to lottery and transfer. The scope of work will then be developed for contractor bidding.

The property is insured. Members discussed ongoing property maintenance, including landscaping, fall cleanup, and winter snow removal, as well as maintaining utilities and heating. The existing oil tank is more than three-quarters full, and the Trust paid for the oil through an adjustment at closing. The carrying-cost budget is $25,000 and includes taxes, maintenance, insurance, and related costs. Ryan Poteat will provide the closing disclosure to Liz Rust.

Liz Rust explained that the LIP application process includes Trust and Select Board review followed by state review, which may take at least several months, followed by a two-month marketing period. Staff recommended moving the application forward with the major anticipated work identified and refining details as additional information becomes available. The LIP application will be brought to the Trust for a vote at the next meeting.

Liberty Ledge / Camp Sewataro Discussion

The Trust discussed the town-owned, currently unoccupied house on Haynes Road adjacent to the Liberty Ledge/Camp Sewataro area as a potential affordable housing opportunity. Members also discussed additional town-owned land in the area, including land near Greystone Lane and other portions of the property that may have potential for housing.

Jack Ryan emphasized that, in light of community discussion regarding development at Liberty Ledge/Camp Sewataro, the Trust should consider seeking additional Community Preservation Act (CPA) funding to pursue affordable housing opportunities elsewhere in town if housing opportunities at Liberty Ledge are not pursued. Jeff Levine expressed concern that the current advisory committee survey may not adequately communicate the range of housing possibilities and advocated for broader consideration of the site, including potential development beyond the existing Haynes Road house. Members discussed the importance of public education and accurately communicating that potential housing development need not involve development of the entire property.

Kay Bell shared a map identifying the Haynes Road house, the Greystone Lane area, and adjacent land. Members discussed that portions of the property have already been developed and that additional study of the land, including soils, geology, and topography, could help inform future possibilities. Susan Asbedian-Ciaffi expressed support for exploring housing opportunities while retaining substantial open space and suggested that a limited or cottage-style development could provide a balance between housing and open space.

Kay explained that the Liberty Ledge/Camp Sewataro Advisory Committee is an advisory body charged with gathering public input and information about the property and providing recommendations to the Select Board. Jack Ryan encouraged the advisory committee to consider and report on all potentially relevant parcels and housing opportunities. Members also

discussed the need for Trust members to participate in the public discussion and provide information regarding housing opportunities and the Trust's mission.

Community Preservation Act FY28 Funding Request

The Trust discussed its upcoming CPA funding request. Carmine Gentile noted that the Trust received $600,000 in the prior funding cycle and that a substantial portion will support the recent Stone Road acquisition and rehabilitation. Members discussed the need for additional funds to pursue future affordable housing opportunities, including acquisition and conversion of existing homes and potential longer-term opportunities.

Jack Ryan proposed requesting $900,000 from the Community Preservation Committee (CPC). Members discussed CPA allocation requirements, the Trust's undesignated balance, the importance of presenting a reasonable and defensible request, and the likelihood that a larger request would be more successful if supported by a specific project plan. Adam Burney noted that the $900,000 request could be supported by the Stone Road example and would provide resources to act quickly when another suitable property becomes available.

Members also discussed the potential future disposition of the state-owned property on Horse Pond Road currently associated with public safety. Carmine Gentile reported that he had contacted the Division of Capital Asset Management and Maintenance (DCAMM) and was advised that the property remains under Public Safety. Adam Burney recommended beginning conversations with DCAMM before the property is formally declared excess so that the Town and Trust can communicate their goals and potentially influence future disposition and development requirements. Liz Rust noted that CPA funds could potentially support early planning, master planning, consultants, and community facilitation before any property acquisition. Members agreed that this should be considered separately from the current-year $900,000 request.

> Jack Ryan made a motion that the Sudbury Housing Trust stand ready to request $900,000 from the Community Preservation Committee for the CPC contribution to the Housing Trust for the upcoming year. Kay Bell seconded the motion. Roll Call Vote: Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jeff Levine – Aye, Carmine Gentile – Aye.

Small Grant Program

Liz Rust presented Small Grant Application 136, correcting an earlier reference to Grant 135. The application is for a qualifying household seeking assistance to replace an electrical panel. Staff recommended approval. Members discussed the program's 100% AMI income limit and clarified questions regarding the applicant's reported income and ownership of another property. Liz explained that ownership of another property is not currently an eligibility factor

under the program, although income generated from the property would be included in household income. Members agreed that broader eligibility requirements and the application form should be reviewed at a future meeting.

> Jack Ryan made a motion to approve Small Grant Application 136 in the amount of $5,200. Gabe Ciccariello seconded the motion. Roll Call Vote: Jack Ryan – Aye, Kay Bell – Aye, Jeff Levine – Aye, Carmine Gentile – Aye, Gabe Ciccariello – Aye.

Housing Roundtable

The Fall Housing Roundtable is scheduled for October 6. Members discussed inviting RHSO to participate and coordinating with the Housing Authority and other Town boards and committees. Kay Bell suggested developing themes for the quarterly roundtables so that each event can focus more deeply on particular housing topics. Liz Rust indicated that RHSO would provide a participant and presentation materials. Members interested in helping with planning or attending were encouraged to participate. If five or more Trust members participate in a planning session, the session will be posted as a meeting in accordance with the Open Meeting Law.

Minutes/Financials

Operational items were tabled for consideration at the next meeting.

Other/New Business

The Trust discussed holding a workshop or educational session, particularly for newer members, regarding AMI levels, eligibility requirements, housing programs, waitlists, and related topics. Members suggested including information about the different housing waitlists and the income levels of households served. Jeff Levine also requested information regarding the maintenance and resale condition of affordable homes previously assisted by the Trust, including whether homeowners may require additional financial assistance to maintain or resell properties. Liz Rust agreed that these topics could be addressed at a future session.

Members also discussed the distinction between CPA-funded housing and privately created restricted housing. Liz Rust explained that the Lexington unit previously discussed was created by a private developer under local zoning provisions permitting units at up to 150% AMI and did not use public funds. CPA funds used by the Trust cannot be used for housing above 100% AMI.

Future Meeting Schedule

The next Housing Trust meeting is scheduled for Thursday, September 10. Carmine Gentile expects to be out of the country and will likely be unable to attend; Jack Ryan will step in as chair for the meeting.

Adjournment

Jack Ryan made a motion to adjourn. Kay Bell seconded the motion. Roll Call Vote: Carmine Gentile – Aye, Jack Ryan – Aye, Kay Bell – Aye, Gabe Ciccariello – Aye, Jeff Levine – Aye.