Town of Sudbury
Housing Trust

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Minutes
July 9, 2026 8:00 AM

VIRTUAL MEETING – All attendance is remote

Housing Trust Members in Attendance: Chair Carmine Gentile, Vice Chair Jack Ryan, Kay Bell, Jessica Cerullo Merrill, Gabe Ciccariello, Janie Dretler, Jeff Levine

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

Housing Trust Applicants

Susan Asbedian-Ciaffi introduced herself and discussed her 30 years as a Sudbury resident, professional background in finance with RTX, and prior municipal volunteer service. Her experience includes service on the Community Investment Advisory Committee, Youth Commission, Open Space and Recreation Committee, and Blue Ribbon Committee.

Susan described her interest in affordable housing and her desire to continue contributing to the community. She discussed her volunteer work with Household Goods in Acton, where she serves as a client liaison and assists people who have recently obtained housing with furnishing their homes.

The Trustees discussed the expected time commitment for Housing Trust service, including monthly Thursday morning meetings at 8:00 AM, and Susan indicated that the schedule was workable.

Chris Thompson discussed his professional experience with Delphi and his work on affordable housing projects for housing authorities and community development organizations. He cited experience with projects including a 115-unit Brookline Housing Authority project and a 44-unit passive-house project for the Acton Housing Authority.

Chris also discussed prior work with Habitat for Humanity, including construction of three homes and service on its board. He described previous municipal service, including two years on the Finance Committee and six years as a Select Board member.

The Trustees discussed accessibility in both new and existing housing. Chris explained that accessibility can generally be incorporated into new construction without dramatic additional cost and that units can be designed to be ADA-convertible. He noted that accessibility renovations to existing units can vary significantly depending on the layout and the extent of reconstruction required.

The discussion also covered Chris's experience with affordable housing preservation, renovations, construction, and projects with a social-justice focus.
The Trustees discussed the expected monthly (generally the second) Thursday 8:00 AM meeting schedule and the applicants' availability.

> Janie Dretler moved to recommend Susan Asbedian-Ciaffi and Chris Thompson for appointment to the Sudbury Housing Trust through May 2028. The motion was seconded by. Roll call vote: Jeff Levine, aye; Janie Dretler, aye; Jessica Cerullo Merrill, aye; Gabe Ciccariello, aye; Kay Bell, aye; Carmine Gentile, aye.

Staff will coordinate their appearance before the Select Board, with July 14 and August 11 identified as possible dates.

16 Stone Road

Staff reported that closing on 16 Stone Road had been completed and the deed recorded. The Sudbury Housing Trust is now the owner of the property The Trustees discussed the need for a detailed assessment of the property and a complete repair list. The garage roof requires replacement; the existing roof contains multiple layers of shingles and may require plywood repairs. Apparent fire damage in the garage also requires further evaluation.

The Trust discussed preparation of the Local Initiative Program (LIP) application, including the Affirmative Fair Housing Marketing Plan and other required attachments. The Select Board will need to sign the LIP submission before it is sent to the state. State review was expected to take approximately three to four months, with the possibility of a longer review period because of the existing backlog. Following state approval, the property can proceed through marketing, applicant qualification, and the lottery process. Based on the anticipated schedule, occupancy was expected later in the year and potentially into the winter.

The Trustees discussed obtaining contractor assessments and repair estimates and developing a project pro forma reflecting acquisition and repair costs. A planning assumption of approximately $500,000 to $600,000 or more for a comparable replacement unit was discussed.

Community Preservation Act / CPC Funding

The Trust briefly discussed projected annual CPA revenue of roughly $3 million. The statutory 10% community housing set-aside represents approximately $300,000. Trustees discussed the possibility of requesting more than the statutory minimum.

The Trust agreed to continue developing a CPC request for consideration at the August meeting and to coordinate with the Housing Authority regarding potentially complementary requests.

Liberty Ledge / Sewataro

The Trust discussed the 44-acre Liberty Ledge property and the Advisory Committee's work in preparing recommendations for the Select Board. Trustees favored evaluating the property as a whole as part of a long-term planning process, rather than focusing solely on preservation of the camp. Potential uses discussed included affordable and market-rate starter housing, age-restricted/senior housing, and public recreational or community uses. Specific areas discussed included the house at 213 Haines Road, the adjacent paddock/north field, and a wooded area accessible from Greystone Lane. Trustees discussed zoning, public engagement, community sentiment, and the need for a comprehensive planning study to evaluate potential uses and development options. The possibility of recommending that the Advisory Committee seek funding for such a study was discussed. The Trust reached a consensus that Carmine Gentile would serve as the primary representative at the July 16 Advisory Committee meeting, with Jack Ryan and Gabe Ciccariello available as backups.

Janie Dretler left the meeting at ~9:00 AM

Cold Brook Crossing Rent Increase

The Trust reviewed the Regional Housing Services Office recommendation for a 3.6% rent increase at Cold Brook Crossing.

> Carmine Gentile moved to approve the recommended 3.6% rent increase and authorize the Chair to sign the letter. Jack Ryan seconded the motion. Roll call vote: Carmine Gentile, aye; Jeff Levine, aye; Gabe Ciccariello, aye; Kay Bell, aye; Jack Ryan, aye.

Financial Transactions

The Trust reviewed the May financial transactions, including lottery advertising, payroll, the $940 home inspection, the deposit on 16 Stone Road, and interest.

Jack Ryan moved to ratify the May transactions as presented. Gabe Ciccariello seconded the motion. Roll call vote: Kay Bell, aye; Gabe Ciccariello, aye; Jeff Levine, aye; Carmine Gentile, aye; Jack Ryan, aye.

Prior Meeting Minutes

Carmine Gentile made a motion to approve the May 14, 2026 meeting minutes as amended. Jack Ryan seconded the motion. Roll call vote: Carmine Gentile, aye; Jeff Levine, aye; Gabe Ciccariello, aye; Kay Bell, aye; Jack Ryan, aye.

Jack Ryan made a motion to approve the June 11, 2026 meeting minutes as amended. Jeff Levine seconded the motion. Roll call vote: Jack Ryan, aye; Kay Bell, aye; Gabe Ciccariello, aye; Jeff Levine, aye; Carmine Gentile, aye.

June 22, 2026 walking tour: The Trust did not have a quorum, so no formal meeting was called to order. The scheduled property tour proceeded and the Trust determined that formal minutes were not required for the non-meeting.

Other Business

Staff will coordinate the Select Board appearance of Susan Asbedian-Ciaffi and Chris Thompson and provide virtual access as needed. Trustees were reminded to coordinate attendance at other committee meetings with staff to avoid inadvertently creating a Housing Trust quorum and triggering open-meeting requirements.

A fall Housing Roundtable was discussed, with October 6 identified as a possible date.

Future Meeting Schedule

The next Housing Trust meeting is scheduled for Thursday, August 13, 2026 at 8:00 AM.

Jack Ryan moved to adjourn. Carmine Gentile seconded the motion. Roll call vote: Jack Ryan aye; Kay Bell, aye; Gabe Ciccariello, aye; Jeff Levine, aye; Carmine Gentile, aye.