



# Town of Sudbury

## Housing Trust

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### MINUTES

APRIL 8, 2021 AT 8:00 AM

### VIRTUAL MEETING

**Housing Trust Members Present:** Chair Cynthia Howe, Vice Chair John Riordan, Kelley Cronin, Janie Dretler, Carmine Gentile, Robert Hummel, and Karl Pops

**Housing Trust Members Absent:** Susan Scotti

**Others Present:** Director of Planning and Community Development Adam Duchesneau and Director of the Regional Housing Services Office (RHSO) Liz Rust

Ms. Howe called the meeting to order at 8:03 AM.

#### 1. Minutes: Approve Meeting Minutes of March 11, 2021

Ms. Dretler made a motion to approve the minutes of March 11, 2021. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

#### 2. Sudbury Housing Trust Member Appointments and Reappointments

Mr. Duchesneau noted Mr. Gentile and Mr. Hummel had resubmitted volunteer applications to serve on the Housing Trust. Ms. Howe asked if Ms. Scotti intended to reapply as well. Mr. Duchesneau stated he had not received anything yet but would follow up with her. There was discussion regarding the term lengths and expiration of each member.

#### 3. Finances

##### *a. Vote to Ratify the FY2021 February Transactions*

Ms. Rust indicated there was nothing ready yet regarding the FY2021 February transactions as the Finance Department had just produced the reports the previous evening.

#### 5. 67-73 Nobscot Road – Possible Property Acquisition

##### *a. Status Update and Discussion*

Mr. Riordan noted a request for engineering services had been issued. Mr. Duchesneau provided an overview of the request for services which had been issued including when it was distributed and what it included. He noted the submission deadline for responses was April 12, 2021 and the next subcommittee meeting was April 15, 2021. Mr. Duchesneau stated that at the April 15<sup>th</sup> meeting, the intent would be for the subcommittee to review responses and bring back recommendations to the full Housing Trust at their May 13, 2021 meeting to finalize a

recommendation for a firm to work with. It was noted that perhaps a joint Housing Trust and Sudbury Housing Authority meeting would be needed.

Mr. Riordan noted correspondence which had been received from Sullivan, Connors, & Associates who had analyzed the property in the past. Mike Sullivan's email mentioned access points and how the current main access point to the property was inadequate and would need to be upgraded. Mr. Duchesneau also confirmed KP Law (Town Counsel) was still looking into the validity of the easements for the property and he hoped to have an update on this matter for the April 15, 2021 subcommittee meeting.

Mr. Hummel asked which firms had been contacted regarding submitting a response to the request for services. Mr. Duchesneau indicated the engineering firms who had been contacted, which included Allen and Major Associates; Hancock Associates; DeVellis Zrein; Sullivan, Connors & Associates; Bohler Engineering; and Beals + Thomas.

Mr. Pops inquired if he could participate on the subcommittee as he was interested in this particular initiative.

Mr. Riordan indicated it would be a good idea to contact/inform the Sudbury Housing Authority regarding the Housing Trust adding another member from the Housing Trust to the subcommittee.

Mr. Gentile made a motion to add Karl Pops to 67-73 Nobscot Road Subcommittee. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

#### **4. Small Grant Application Review and Possible Vote**

Ms. Rust indicated the Housing Trust needed to go over each of the Small Grant Applications.

Application 106 requested an entirely new heating system, including a gas furnace and adding air conditioning. Ms. Rust noted each of the estimates was over \$5,000 and the maximum grant amount which could be awarded was \$5,000, so they typically let Applicants pick the quote they wanted because the grant would not cover all of the work.

There was then discussion about furnace efficiency and the fact that air conditioning was proposed to be installed. Ms. Howe noted the low vendor would be providing the most efficient equipment. Ms. Dretler indicated that as part of the MassSave Program, Applicants could get a 0% heat loan. Ms. Howe asked for this item to be added to the recommendations to the Applicants.

Mr. Riordan asked where the yearly budget expenditures ended up on this item each year and Ms. Rust noted in almost every year the awards were under, even well under, the allocated budget for the grant program. Ms. Howe noted it was a rare occurrence when the Housing Trust over expended its budget for this program.

Application 107 was incomplete and more information needed to be submitted before it could be reviewed and voted upon by the Housing Trust.

Application 108 was requesting funding for a new roof indicating it leaked. Ms. Rust noted the Regional Housing Services Office and the Housing Trust did not conduct inspections to determine the validity of the need for replacements as part of any grant application.

Application 109 was also requesting funding for a new roof. The application had just been received a few days before the meeting. Ms. Rust noted the Applicants had just installed a new roof in 2019, which seemed odd, and Ms. Rust recommended the application be reviewed further before the Housing Trust voted on it. The Housing Trust determined more information was also needed before a determination could be made and more discussion on this item could occur at the May 13, 2021 meeting.

Mr. Gentile made a motion to approve Application 106 for a new furnace, heating system, and air conditioning, with the recommendation that the Applicant review furnace efficiency and they be made aware of the MassSave Program benefits. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

Application 108 was for a new roof. There was discussion about the income limit and it was noted it was important to make sure quotes were coming from licensed and insured contractors.

Mr. Riordan made a motion to approve Application 108 for a new roof. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.

It was determined Application 109 would be taken up at the next Housing Trust meeting in May of 2021.

Mr. Pops noted it would be good to have educational resources to be able to provide to applicants who are taking on these projects for things such as product energy efficiency, ensuring contractors are licensed and insured, and other items.

It was determined the next Housing Trust meeting would be held on Thursday, May 13, 2021 at 8:00 AM.

At 9:36 AM, Mr. Riordan made a motion to adjourn the meeting. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, Mr. Hummel – Aye, and Mr. Pops – Aye.