



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

Friday September 29, 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.

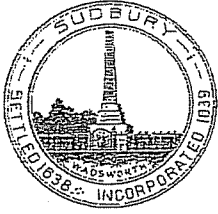
Board Operations

- 1) FY25 Community Preservation Act funding application
- 2) Review of applicant submission(s) to vacant Housing Trust seats

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.



Town of Sudbury

Community Preservation Committee

OCT 05 2017

<http://www.sudbury.ma.us>
email: cpc@sudbury.ma.us

PROJECT SUBMISSION FORM

Submitter: Lydia Pastuszek, Chair

Submission Date: 10/5/17

Group or Committee Affiliation (if any):

Sudbury Housing Trust

Submitter's address and phone number:

278 Old Sudbury Road, Sudbury MA
978-639-3388

Purpose (please select all that apply):

- Open Space
- Community Housing
- Historic
- Recreation

Submitter's email address: Housing@Sudbury.MA.us

Project Name: Housing Allocation to the Sudbury Housing Trust

Project Description: This proposal requests that the mandated 10% housing allocation be appropriated to the Sudbury Housing Trust, to continue their programs, particularly the Home Preservation Program. Note that the 10% allocation barely covers the cost of one Home Preservation Unit. The average subsidy is \$191,500.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2019	\$200,000 (approx.)		
2020			
2021			
2022			
2023	\$200,000	\$200,000	
Total			

How does this project meet the General Criteria and Category Specific Criteria for CPC projects (see attached)?

This project provides funds to the Sudbury Housing Trust for the preservation and creation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households, which correlates precisely to CPA eligible activities in the category of community housing.

These monies will continue to fund the programs of the Trust at the mandated CPA level of 10%, and \$200,000 would fund approximately one Home Preservation unit of permanently deed restricted housing.

The Home Preservation program provides permanently restricted affordable homeownership to an income eligible household. Sudbury has 37 ownership units in its affordable housing portfolio, with no additional homeownership units in the pipeline. The Home Preservation program converts existing smaller market homes to affordable homes, and provides affordable homeownership opportunities to income eligible households.

The Trust is currently in its 10th full fiscal year, as the Trust was chartered in February 2007. Since its inception, the Trust has created of 14 units of permanently restricted housing at an average subsidy of ~\$182,000; which have been created and added to the State Subsidized Housing Inventory.

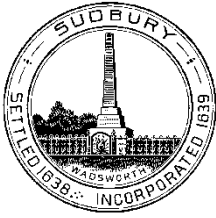
Additionally the Trust has provided important gap funding to financially assist in creating another 70 units of housing, including the B'nai B'rith Coolidge project and the Sudbury Housing Authority duplex project.

The Trust has been instrumental in shaping the housing program in Sudbury, and has specifically been used to buy-down a unit at Village at Old County Road, purchase land and develop two units of permanently restricted affordable housing at the Dutton Road/Habitat project, create eight units of permanently restricted affordable housing under the Home Preservation program, and to construct three units of permanently restricted affordable housing on the parcel at 278 Maynard Road.

For Community Preservation Committee Use:

Form received on: _____

Project presented to CPC on: _____



Town of Sudbury

Community Preservation Committee

<http://www.sudbury.ma.us>
email: cpc@sudbury.ma.us

PROJECT SUBMISSION FORM

Submitter: Lydia Pastuszek, Chair

Submission Date: 10/5/17, *amended 11/7/17*

Group or Committee Affiliation (if any):

Sudbury Housing Trust

Submitter's address and phone number:

278 Old Sudbury Road, Sudbury MA
978-639-3388

Purpose (please select all that apply):

- Open Space
- Community Housing
- Historic
- Recreation

Submitter's email address: Housing@Sudbury.MA.us

Project Name: Housing Allocation to the Sudbury Housing Trust

Project Description: This proposal requests that the mandated 10% housing allocation be appropriated to the Sudbury Housing Trust, to assist any funding gaps for the Coolidge phase 2 and to also continue their programs, particularly the Home Preservation Program. Note that the 10% allocation barely covers the cost of one Home Preservation Unit. The average subsidy is \$191,500.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2019	\$200,000 (approx.)		
2020			
2021			
2022			
2023			
Total	\$200,000	\$200,000	

How does this project meet the General Criteria and Category Specific Criteria for CPC projects (see attached)?

This project provides funds to the Sudbury Housing Trust for the preservation and creation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households, which correlates precisely to CPA eligible activities in the category of community housing.

These monies will provide gaps funding to the Coolidge and also continue to fund the programs of the Trust at the mandated CPA level of 10%, and \$200,000 would fund approximately one Home Preservation unit of permanently deed restricted housing.

The Coolidge Phase 2 development creates 56 units of affordable housing eligible for the Town's Subsidized Housing Inventory, helping to maintain the 10% threshold. This development is seeking state subsidies through DHCD, including Low Income Housing Tax Credits, and a local contribution is

required. The Coolidge is applying to the 2018 rental funding round, as its second application. If successful, these funds will be awarded in August 2018.

The Coolidge budget includes a total of \$250,000 of local contribution, of which the Trust has already committed \$100,000. The Coolidge is eligible to apply to the WestMetro HOME consortium for additional funds. Either individual community or application to the competitive pool awards the consortium HOME funds. The RFP for the competitive pool is issued annually in the spring when the funding amounts are known. In the past. This has been \$200,000 - \$300,000. In the event that the Coolidge is not awarded the requested \$150,000 from the HOME Consortium, the Trust will make up the funding difference through this CPA request.

The Trust is able to respond on a timely basis to the Coolidge need for funding commitment, and to utilize and leverage its CPA funds by funding as much as possible through the HOME program, reserving the CPA funds for projects that have no other funding sources.

The Home Preservation program provides permanently restricted affordable homeownership to an income eligible household. Sudbury has 37 ownership units in its affordable housing portfolio, with no additional homeownership units in the pipeline. The Home Preservation program converts existing smaller market homes to affordable homes, and provides affordable homeownership opportunities to income eligible households.

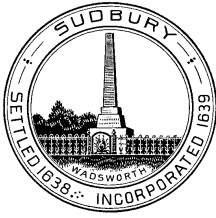
The Trust is currently in its 10th full fiscal year, as the Trust was chartered in February 2007. Since its inception, the Trust has created of 14 units of permanently restricted housing at an average subsidy of ~\$182,000; which have been created and added to the State Subsidized Housing Inventory. Additionally the Trust has provided important gap funding to financially assist in creating another 70 units of housing, including the B'nai B'rith Coolidge project and the Sudbury Housing Authority duplex project.

The Trust has been instrumental in shaping the housing program in Sudbury, and has specifically been used to buy-down a unit at Village at Old County Road, purchase land and develop two units of permanently restricted affordable housing at the Dutton Road/Habitat project, create eight units of permanently restricted affordable housing under the Home Preservation program, and to construct three units of permanently restricted affordable housing on the parcel at 278 Maynard Road.

For Community Preservation Committee Use:

Form received on: _____

Project presented to CPC on: _____



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PROJECT SUBMISSION FORM

Applicant: Sudbury Housing Trust

Submission Date: October 8, 2020

Group or Committee Affiliation (if any): Sudbury Housing Trust

Applicant Address:

278 Old Sudbury Road
Sudbury, MA 01776

Purpose (please select all that apply):

- Open Space & Recreation
- Community Housing
- Historic Resource

Applicant Email & Phone Number:

HousingTrust@sudbury.ma.us
978-639-3387

Project Manager Email & Phone Number: Cynthia Howe, chowe@barkanco.com
978-639-3387

Project Name: Sudbury Housing Trust - Housing Allocation

Project Description: See Attachment A.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2022	\$388,500	\$388,500	
2023			
2024			
2025			
2026			
Total			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

See Attachment B.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Sudbury Housing Trust obtains Select Board approval for any real estate transaction (create new units).

For Community Preservation Committee Use:

Form Received On: _____

Project Presented to CPC On: _____

Reviewed By: _____

Determination: _____

**FY2022 Community Preservation Committee Application Form
Sudbury Housing Trust – Housing Allocation
Attachment A**

The Sudbury Housing Trust requests 15% of the CPA allocation, a 5% increase over the 10% housing requirement, to continue to fund the programs of the Trust for the creation of new affordable units of housing and continued support for residents impacted by COVID and struggling to pay their rent.

The Trust last requested CPA funds in 2018 for FY19, and has not created any new units since then, as the Trust relies on CPA funds for unit creation.

This request would create at least one unit of new affordable housing in the Trust Home Preservation Program which converts existing smaller market homes to affordable homes and provides affordable homeownership opportunities to income eligible households. The Trust is the main, if not the only, entity with plans to create affordable homeownership in Sudbury. Through its program, the Trust has seen tenants of the Sudbury Housing Authority become owners for their families, and owners of deed restricted properties in Sudbury purchase market rate home in town. These demonstrate first-hand the benefits of a homeownership program. Sudbury has had 37 ownership units in its affordable housing portfolio since 2016, with no additional homeownership units in the pipeline.

Additionally, the Trust aims to create a modest Sudbury Housing Trust Rental Assistance Program to serve lower and lowest income level households making the restricted units in town affordable to these households. The Trust has successfully implemented and administered an Emergency Rental Assistance Program and looks to expand the concept. This program would have the effect of deepening the affordability of a handful of units in Sudbury and would serve very low income households.

The 15% allocation, or estimated at \$388,500 using last year's figures, will allow the Trust to go forward on both fronts in FY22.

**FY2022 Community Preservation Committee Application Form
Sudbury Housing Trust – Housing Allocation
Attachment B**

The Sudbury Housing Trust Home Preservation Program correlates precisely to CPA eligible activities in the category of community housing. It conforms to the Town's Housing Production Plan, contributes long-term affordability towards the 10% 40B threshold, converts market rate to affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

The Sudbury Housing Trust Rental Assistance Program meets the Community Housing criteria by conforming to the Town's Housing Production Plan, intermingling affordable and market rate housing at levels that exceed state requirements for percentage of affordable units, and promotes a socioeconomic environment that encourages a diversity of income.



Town of Sudbury

Housing Trust

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www.sudbury.ma.us/housingtrust

December 29, 2020

To: Sudbury Community Preservation Committee

From: Cynthia Howe, Chair Sudbury Housing Trust

RE: 2020 CPA request

The Sudbury Housing Trust requests CPC support for its request for 15% of CPA annual revenue, equating to approximately \$388,500, using 2019 revenue of \$2,259,000.

The Trust plans for two programs with these CPC funds, in alignment with its mission to provide for affordable housing in the Town of Sudbury for the benefit of low and moderate income households. The first program creates new units of affordable housing, and the second provides rental assistance for income eligible tenants hardest hit from the pandemic.

1. \$275,000: Create one unit of affordable housing through the Home Preservation program or otherwise create affordable housing unit/s.

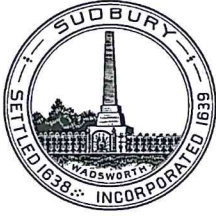
For the Home Preservation Program, the average Trust subsidy for a unit of housing in was \$191,000, using past examples from the 8 homes in the program, the most recent from FY16. Given the home price increases in the last 5 years, this might be more realistically up to \$275,000.

	Example 3BR Home	7 homes on Zillow today
Seller's Price	\$550,000	
Transaction Costs	\$22,130	
Total cost	\$572,130	
Buyer Price	\$300,000	
Trust Subsidy	\$272,130	

2. \$113,500: Assist low income households with rental assistance, for a total of approximately \$113,500. The Trust recognizes that the financial impact to COVID is not over, and will be felt for some time. This tail hits the lower income households the hardest.

Building on the Emergency Rental Assistance Program (ERAP), the Trust requests funding to extend its current efforts to provide assistance to low income household with rental assistance. The ERAP program is currently funded by the Trust from monies that were designed to create units of affordable housing, which the Trust repurposed in an effort to be responsive to the emergency pandemic needs. The ERAP program commits 4 months of rental assistance (\$350 for 1BR, \$500 2BR, \$800 3BR) for apartments with low income rents, and the tenant must demonstrate a loss of income due to COVID, under the AMI limit. The Trust is helping 7 tenants currently, with a total commitment of \$25,400.

With CPC funding, the Trust plans to continue and expand its emergency rental assistance efforts, to assist tenants with a recent loss of income.



Town of Sudbury Community Preservation Committee

RECEIVED
OCT 07 2022

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Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

cpc@sudbury.ma.us

www.sudbury.ma.us/cpc

PROJECT SUBMISSION FORM

Applicant: Sudbury Housing Trust

Submission Date:

October 7, 2022

Group or Committee Affiliation (if any): Sudbury Housing Trust

Applicant Address:

278 Old Sudbury Road
Sudbury, MA 01776

Purpose (please select all that apply):

- Open Space & Recreation
- Community Housing
- Historic Resource

Applicant Email & Phone Number:

HousingTrust@sudbury.ma.us
978-639-3388

Project Manager Email & Phone Number: Carmine Gentile, HousingTrust@Sudbury.ma.us
978-639-3388

Project Name: Sudbury Housing Trust - Housing Allocation

Project Description: Please see Attachment A.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2024	\$730,000	\$730,000	
2025			
2026			
2027			
2028			
Total	\$730,000	\$730,000	

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Please see Attachment B.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Sudbury Housing Trust obtains Select Board approval for any real estate transaction (creation of new units).
The Planning and Community Development Department is supportive of this application.

For Community Preservation Committee Use:

Form Received On: 10-7-2022

Project Presented to CPC On: _____

Reviewed By: R. Patel

Determination: _____

FY2024 Community Preservation Committee Application Form Sudbury Housing Trust – Housing Allocation Attachment A

The Sudbury Housing Trust requests 25% of the CPA allocation, a 15% increase over the 10% housing requirement, to continue to fund the programs the Trust supports for the creation of new affordable units of housing, continued support for residents impacted by COVID and struggling to pay their rent, and for the variety of other programs and initiatives the Trust undertakes.

The Trust last requested CPA funds in 2020 for FY21, and has not created any new units since then, as the Trust relies on CPA funds for unit creation. Additionally, the Trust is looking to provide long term support to some new programs it has started in the last few years and for others which may be needed in the future.

The Trust hopes to continue its robust and extremely popular Sudbury Rent Relief Program to serve the lower and lowest income level households making the restricted units in town affordable to these households. The Trust has implemented and administered an extremely successful program, and looks to continue this into the future. This program would continue to have the effect of deepening the affordability of numerous units in Sudbury and would serve very low-income households.

This CPA funding request would also assist in the creation of new units of affordable housing in the Trust's Home Preservation Program which converts existing smaller market homes to affordable homes and provides affordable homeownership opportunities to income eligible households. The Trust is the main, if not the only, entity with plans to create affordable homeownership units in Sudbury. Through its program, the Trust has seen tenants of the Sudbury Housing Authority become owners for their families, and owners of deed restricted properties in Sudbury purchase market rate homes in town. These demonstrate first-hand the benefits of a homeownership program. Sudbury has had 37 ownership units in its affordable housing portfolio since 2016, with no strong possibilities of additional homeownership units in the pipeline.

However, with that said, the Trust, working in conjunction with the Sudbury Housing Authority, is currently investigating purchasing a piece of land at 67-73 Nobscot Road to create several new construction affordable dwelling units on the property. These funds would be used for the continued feasibility analysis of this land, and possibly towards the purchase and eventual redevelopment of the property, as well as for other potential sites in the future.

The Trust would also like to further support its Mortgage Assistance Program to help residents maintain housing. The Mortgage Assistance Program provides aid in the form of a grant and promotes a socioeconomic environment that encourages a diversity of income and ensures long-term affordability to the Sudbury community.

The 25% CPA allocation, or estimated at \$730,000 using FY24 projections, will allow the Trust to move forward on each of these fronts in FY24.

**FY2024 Community Preservation Committee Application Form
Sudbury Housing Trust – Housing Allocation
Attachment B**

The Sudbury Housing Trust's Home Preservation Program correlates precisely to CPA eligible activities in the category of community housing. It conforms to the Town's Housing Production Plan, contributes long-term affordability towards the 10% Chapter 40B threshold, converts market rate units to affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

The Sudbury Housing Trust's Rent Relief Program meets the Community Housing criteria by conforming to the Town's Housing Production Plan, intermingling affordable and market rate housing at levels that exceed state requirements for percentage of affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

The purpose of the Sudbury Housing Trust is to provide for the creation and preservation of affordable housing in the Town of Sudbury for the benefit of low- and moderate-income households. The Trust implements the recommendations set forth in the Sudbury Community Housing Plan to the purpose of aiding the Town of Sudbury, private enterprises and non-profit organizations, and other public agencies in the speedy and orderly acquisition, rehabilitation, renovation, construction, financing or refinancing of property within the Town of Sudbury so that such property will be substantially available as residential property for low and moderate income persons and to further provide mechanisms to ensure such use.

Application Form

Profile

John Ryan
First Name Middle Initial Last Name

ryan.john.jr@gmail.com
Email Address

155 Ford Road
Home Address Suite or Apt

Sudbury MA 01776
City State Postal Code

Mobile: (978) 618-4240
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Sudbury Housing Trust: Submitted

Sudbury Residency

Years Lived in Sudbury

43

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board or commission?

I have served on a number of Sudbury committees in the past when I thought I could be of service. I believe there is now a genuine need in the area of housing and heard from current members of the Housing Trust that it needs help and has vacancies on the board. So I thought that this is an area where I could be of help where there is a genuine need.

Please describe your experience pertinent to this board/committee.

I am a lawyer and have business and financial experience as a small business owner. I served as a member of the Sudbury Finance Committee, the LS School Committee and as chair of the LS Building Committee. I also served on the COA and several other ad hoc committees over the past 40 years. As a result of that, and the fact that I have lived in town for 43 years, I have a good working knowledge of the town and the legal and business world which I think would be helpful on the Housing Trust.

Do you have previous municipal experience? If so, in what capacity have you served?

Sudbury Finance Committee, 7 years (1987 to 1994). LS School Committee, 12 years (1998 to 2010). Chair of the LS Building Committee from 1998 to about 2005 or so. (I am not sure when that committee technically ended.) Sudbury Council on Aging, 7 years (I believe it was 2012 to 2019). I also served on the Capital Expenditures Committee (now the CIAC) and the ad hoc committee to revise the LS regional agreement in the early and mid-1980's.

What is your educational background?

College of the Holy Cross, AB, 1974. University of Virginia Law School, 1977.

Retired

Employer

Job Title

Upload a Resume

Availability

When are you available to attend board/committee meetings? (Please select all that apply) *

- Weekday Mornings
- Weekday Evenings
- Weekends

Town Interest

Do you or any member of your family have any business dealings with the Town? If yes, please explain.

My wife was a former teacher for SPS, and occasionally substitutes. My daughter is on the GLF and is involved as a volunteer with youth sports in Sudbury.

Signature Confirmation

Check below to indicate that you have read, understand and agree to the following statement:

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I Agree

Fill in your name below to confirm: I hereby submit my application for consideration for appointment to the Board(s) or Commission(s) indicated above.

John J. Ryan, Jr.