



# 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**

**Thursday February 8, 2024**

**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**

- Minutes: Review and approve meeting minutes: - Possible Vote
  - October 12, 2023
  - November 9, 2023
  - December 14, 2023
  - January 11, 2024
  - January 24, 2024
- Financial Update
  - Ratify outstanding financial transactions if presented. – Possible Vote

#### **Housing Trust Initiatives**

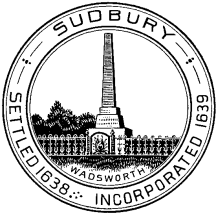
- Discussion about possible changes to the Small Grants Program
  - Review and approve small grant applications if presented – Possible Vote
- Discussion on creating housing units through buy downs or other means
- 67-73 Nobscot update
- Status of new Housing Production Plan work
- Discussion about Community Preservation Act funding request/s & Warrant article/s

#### **Other or New Business**

#### **Administrative Report**

#### **Public Comment**

*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.*



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### DRAFT MINUTES

October 12, 2023 AT 8:00 AM

### VIRTUAL MEETING

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

**Absent:** None

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

Mr. Gentile began the meeting at 8:01 AM

#### Minutes

No minutes were presented at this meeting.

#### Financial update:

Ms. Rust explained that the July and August reports had been received the day prior and that the needed to be tabled until the next meeting.

#### Reorganization of the Housing Trust

Mr. Gentile expressed his willingness to remain Chair; Mr. Hummel supported and also expressed his willingness to remain Vice Chair.

Ms. Cronin made a motion to appoint Mr. Gentile as Chair and Mr. Hummel as Vice Chair of the Housing Trust for the next year. Ms. Cronin seconded the motion. Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Dretler - Aye, Ms. Howe - Aye, Mr. Riordan - Aye.

#### CPA Funding Application

Mr. Gentile spoke about the Housing Trusts FY24 application submitted to the Community Preservation Committee. The application requests 25% of the entire FY24 CPA allocation with an additional \$300,000. Mr. Poteat explained that the approximate dollar amount is written this way because at this time the financials for FY23 are still pending.

Ms. Rust asked if there had been any discussion between the Housing Trust and Housing Authority. Ms. Lepak of the Housing Authority stated their request was for 10% of the CPA allocation or \$300,000, whichever was greater for the redevelopment of 21 Great Lake Drive.

Ms. Lepak mentioned there may be a second property slated for redevelopment so the Housing Authority request may be revised. There was discussion about 67-73 Nobscot Road and that the funds being requested this year could be used to move this project along. Mr. Gentile expressed his interest in moving forward with having the property appraised stating that funds specific to this project have been allocated and that nothing else could be done until an appraisal was completed. Ms. Dretler expressed concern that the conversation was moving to far outside this agenda item and the conversation was tabled.

### **Review of Small Grant Applications**

Ms. Rust gave a brief summary of all prior small grants to give perspective of the scope of prior projects when reviewing the ones being presented.

Applicant 122 is requesting funds to repair a broken drain pipe.

Ms. Howe made a motion to approve applicant 122's request of \$6,200. Mr. Gentile seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Dretler - Aye, Ms. Howe - Aye, Mr. Riordan – Nay.

Concern was expressed that information had not been disbursed with enough time for members of the Trust to adequately review. It was suggested that meeting information packets be sent the Friday prior to each meeting. In addition, a request was made to have 67-73 Nobscot Road & Small Grants as standing agenda items along with Minutes, Financials, Administrative Report, Other New Business & Public Comment.

Applicant 123 is requesting funds to repair a stack pipe and cannot currently use their bathroom.

Mr. Gentile made a motion to approve applicant 123's request of \$2,100. Ms. Dretler seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Dretler - Aye, Ms. Howe - Aye, Mr. Riordan – Nay.

Applicant 124 is requesting funds to repair leaking pipes. This is a deed restricted property.

Mr. Gentile made a motion to approve applicant 124's request of \$4,140.87 Ms. Dretler seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Dretler - Aye, Ms. Howe - Aye, Mr. Riordan – Nay.

Applicant 125 is requesting funds to replace the water heater and remove some trees. This is a deed restricted property and part of the home preservation program.

Ms. Dretler made a motion to approve applicant 125's request of \$8,700. \$7,500 from the Small Grants Program and the remaining expense of approximately \$1,200 from Home Preservation. Mr. Gentile seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Dretler - Aye, Ms. Howe - Aye, Mr. Riordan – Nay.

### **Public Comment:**

Ms. Lepak inquired about the cost of and scope of work done by Beals and Thomas. Mr. Riordan stated the additional work would be approximately \$6,000 for analysis of the site. The 67-73 Nobscot Road Subcommittee voted to split the cost with the Housing authority bringing the cost to the Housing Trust to approximately \$3,000. Cambridge Housing Authority has asked for an additional \$13,000 for the financial analysis including 30 scenarios and work completed while applying for 705 funding. This cost was also voted on to be split between the Housing Trust and Housing Authority. The cost to the Housing Trust would be \$6,500, this will be voted on at the next meeting.

Ms. Rust spoke about the Housing Production Plan. She asked everyone to spread the word to get the broader community involved as well as other boards, committees and departments.

**New Business:**

Mr. Gentile requested a joint meeting of the Housing Trust and Housing Authority along with Beals and Thomas. Mr. Riordan stated this meeting should be held in person. Ms. Cronin stated that Sheila Cusolito had been the point person in the past and should continue for continuity and that in person meeting were very difficult to schedule with Beals and Thomas.

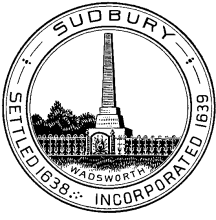
Mr. Gentile and Mr. Riordan requested a meeting with the new incoming Director of Planning and Community Development as soon as possible, on his first day if he was available.

Mr. Riordan requested the Housing Production Plan be added as a standing item to future Housing Trust agendas.

Mr. Hummel requested that MBTA Status Update be added to the next agenda.

Mr. Riordan made a motion to adjourn. Mr. Hummel seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Howe - Aye, Mr. Riordan – Aye.

The meeting ended at 9:20 AM



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### DRAFT MINUTES

November 9, 2023 AT 8:00 AM

### VIRTUAL MEETING

**Housing Trust Members Present:** Vice Chair Robert Hummel, Jessica Cerullo Merrill, Kelley Cronin, Janie Dretler, Cynthia Howe, and John Riordan

**Absent:** Mr. Gentile, and Mr. Ryan

**Others Present:** Community Preservation Coordinator Ryan Poteat, Director of the Regional Housing Services Office (RHSO) Liz Rust

Mr. Hummel began the meeting at 8:04 AM

#### Minutes

Ms. Cronin made a motion to approve the minutes from the September 29, 2023 meeting of the Housing Trust. Mr. Riordan seconded the motion. Roll Call Vote: Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Dretler - Aye, and Mr. Riordan - Aye.

At this time Ms. Howe joined the meeting.

#### Financial update:

Ms. Rust presented the July and August transactions. There were no abnormal transactions. Ms. Rust expressed the need for greater outreach to increase utilization of the Mortgage Assistance Program.

Ms. Dretler made a motion to ratify the July and August financial transactions. Ms. Cronin seconded the motion. Roll Call Vote: Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Dretler - Aye, Ms. Howe - Aye, and Mr. Riordan - Aye.

Under discussion Ms. Rust presented a detail of revenue and expenditures for review.

#### 67-73 Nobscot Road

Mr. Poteat explained that there had been a joint meeting scheduled but it had been canceled by the Housing Authority. Ms. Rust stated that a key component to move forward with this project was having the appraisal completed. The appraisal process has now started. Mr. Rauch of The Boy Scouts of America expressed his desire for the town to keep taking steps to acquire this property as it is their preference that the community have possession.

Ms. Cronin asked if a representative of the Housing Authority could explain why the joint SHT-SHA meeting had been canceled. Ms. Amy Lepak explained that the meeting had been canceled because

the Housing Authority wanted to meet with Cambridge Housing prior to having a joint meeting. The Notice of Fund Availability (NOFA) which had been denied was being looked at again as many of Massachusetts Housing Partnership's (MHP) concerns were addressed. The work done by Beals and Thomas eased expressed concerns which is why this project is getting a second look. Ms. Rust asked if the appraisal which has begun is outside of the scope of the shared expense MOU. Mr. Poteat stated he would confirm but believed the Housing Trust had agreed to pay for the appraisal to keep things moving, several others agreed. Ms. Rust requested the scope of the appraisal. Ms. Cronin requested a joint meeting with the Housing Trust and Housing Authority. It was also agreed that any information received when the appraisal is complete be kept confidential.

### **Small Grant Update**

There were no small grants presented at this meeting.

### **MBTA Zoning**

Ms. Dretler stated that there is a joint meeting of the Planning Board and the Select Board on November 20<sup>th</sup> and more information would be available after this meeting. Adam Burney, Director of Planning and Community Development stated that at this time the Planning Board was looking to combine zoning for Meadow Walk and Cold Brook Crossing to be in compliance with MBTA as well as possibly creating some additional zoning to meet the standard of 15 units per acre. There was discussion about the town of Sudbury having talks with neighboring communities about zoning and how they present information to their citizens.

Ms. Rust mentioned the December 13 Housing Production Plan Public Forum and how this could be a good opportunity to educate the community on MBTA.

### **CPA Funding Application**

Mr. Poteat stated there was a minor edit to the CPA application which was just an approximation of the dollar amount. The request is still for 25% of the entire FY24 CPA allocation with an additional \$300,000. The approximation was adjusted from \$1,050,000 to \$1,031,250. Ms. Dretler asked about prior CPA funding requests. Historically SHT and SHA submitted requests in alternating years. Ms. Rust showed a spreadsheet in illustrating year each which entity received CPA funding in the housing category.

### **Public Comment**

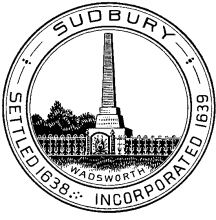
Ms. Lepak requested a copy of the Housing Trusts CPA application and would like to have a conversation on how SHT and SHA can work together in the future before submitting applications.

### **New Business:**

There was no new business

Ms. Dretler made a motion to adjourn. Ms. Cronin seconded the motion. Roll Call Vote: Mr. Hummel - Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin - Aye, Ms. Dretler - Aye, Ms. Howe – Aye, and Mr. Riordan – Aye.

The meeting ended at 9:20 AM



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### DRAFT MINUTES

December 14, 2023 AT 8:00 AM

### VIRTUAL MEETING

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

**Absent:** Jessica Cerullo Merrill

**Housing Authority Members Present:** Chair Tatiana Vitvitsky, Sherrill P. Cline, Amy E. Lepak, Frank W. Riepe, Steven J. Swanger

**Absent:** None

**Others Present:** Executive Director Sudbury Housing Authority Sheila M. Cusolito, Community Preservation Coordinator Ryan Poteat, Director of the Regional Housing Services Office (RHSO) Liz Rust

Mr. Gentile began the meeting at 8:02 AM

#### **67-73 Nobscot Road**

Mr. Gentile inquired into whether or not the appraisal had begun. Mr. Ryan will be looking into this and providing an update as soon as possible. Ms. Cusolito spoke to the members about updates to the agreements with Cambridge Housing Authority extending the contracts for another 2 years. Beals and Thomas will begin work on the engineering study specific to the driveway. Ms. Cusolito questioned the utility of the 67-73 Nobscot Road Subcommittee.

#### Housing Trust:

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

#### Housing Authority:

Ms. Cline made a motion to dissolve the 67-73 Nobscot Road Subcommittee. Mr. Swanger and Ms. Lepak both seconded the motion. Roll Call Vote: Ms. Vitvitsky – Aye, Ms. Cline – Aye, Ms. Lepak – Aye, Mr. Riepe – Aye, Mr. Swanger - Aye

### **Community Preservation Act Funding Applications**

Ms. Howe asked how large sums of funds were transferred in the past, it was explained that there are several ways to do this depending on the situation but unknown information in this circumstance is needed before advisement could be offered. Ms. Rust stated that she believed there were funds remaining from a previous allocation that should be used before funds from ATM 23-41 were used. Ms. Cronin requested a reconciliation of funds spent and/or owed by the Housing Trust. She also requested the Beals and Thomas study, and the completed appraisal. Cambridge Housing Authority (CHA) will need this information before they will be able to make a determination on feasibility. Frank Riepe will reach out to Josh Fox for the appraisal, Shelia Cusolito will be the point person and work with Beals and Thomas, Sheila Cusolito and Liz Rust will work together to create a reconciliation of funds spent/owed, Shelia Cusolito will work with CHA when the needed information has been obtained. It was generally agreed upon that CHA will be paid with CPA funds (this was not voted on and assumed to be referring to ATM 23-41 funds, the “previous allocations” are assumed to be two separate MOU’s between SHT and SHA, the first for \$25,000 split 50/50, and the second for \$10,000 split 50/50).

Mr. Gentile stated he believed all joint business had been addressed and call for a motion to end the joint meeting but continue with the Housing Trust meeting.

#### Housing Trust:

Ms. Dretler made a motion to end the joint meeting but continue with the Housing Trust meeting. Mr. Riordan seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cronin – Aye, Ms. Dretler - Aye, Ms. Howe – Aye, Mr. Riordan – Aye, and Mr. Ryan – Aye

#### Housing Authority:

Mr. Swanger made a motion to end the joint meeting. Ms. Lepak seconded the motion. Roll Call Vote: Ms. Vitvitsky – Aye, Ms. Cline – Aye, Ms. Lepak – Aye, Mr. Swanger – Aye

At this time Ms. Dretler left the meeting.

### **Financial update:**

Ms. Rust presented the July and August transactions. There were no abnormal transactions.

Mr. Riordan made a motion to ratify the September and October financial transactions. Ms. Cronin seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cronin – Aye, Ms. Howe – Aye, Mr. Riordan – Aye, and Mr. Ryan Aye.

At this time Ms. Rust left the meeting.

### **Housing Production Plan update:**



Mr. Riordan informed the members that everything was on schedule and that information was being calculated. Mr. Gentile mentioned he had attended the Housing Production Plan public forum which had occurred the night before. There were several informative presentations and interactive activities. Mr. Gentile was confident the information was being compiled efficiently, was happy with the progress he has seen and was confident the HPP could be completed on time.

**New Business:**

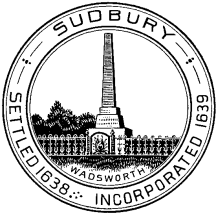
Mr. Ryan asked about the Trusts CPA application; Mr. Gentile mentioned his surprise that the applicant for the Bruce Freeman Rail Trail increased the original ask of \$250,000 to \$750,000 which was \$154,000 in excess of all projected costs to the town. Mr. Gentile mentioned that he did express the Housing Trust's willingness to be flexible with this year's request. Mr. Gentile mentioned a figure of \$400,000 being more realistic and that receiving some of the FY24 CPA allocation is better than being outright denied because of the amounts being requested.

**Public Comment:**

Mr. Hummel expressed concern about meeting the deadline to be in compliance with the MBTA zoning requirements as smaller towns who operate on a Town Meeting system do not have the same power, time or resources of larger towns operating with city councils.

Ms. Hummel made a motion to adjourn. Ms. Howe seconded the motion. Roll Call Vote:  
Mr. Gentile – Aye, Mr. Hummel - Aye, Ms. Cronin - Aye, Ms. Howe – Aye, Mr. Riordan – Aye, and Mr. Ryan Aye.

The meeting ended at 8:25 AM



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### DRAFT MINUTES

January 11, 2024 AT 8:00 AM

### VIRTUAL MEETING

**Housing Trust Members Present:** Chair Carmine Gentile, Vice Chair Robert Hummel, Janie Dretler, Cynthia Howe, Kelley Cronin, Jessica Cerullo Merrill, John Riordan, and Jack Ryan.

**Absent:** None

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

Mr. Gentile began the meeting at 8:02 AM

#### **Discussion about Community Preservation Act funding request**

Mr. Gentile spoke about the CPA funding request. At the hearing Mr. Gentile learned that several other applicants had increased their requests. He stated that it was his opinion to be awarded some funding this year would be better than being outright denied. He stated that a request of around \$400,000 would have a better chance of being approved. Mr. Gentile stated he understood that this amount would not be enough to create a new unit this year but would be carried over for a project in the near future. Mr. Riordan asked if other applicants were also asked to reduce their requests as well, and why the Housing Trust was being singled out. It was explained that other projects had been reduced as well and some of the other projects had fixed costs. Ms. Howe expressed her support in reducing this years request to show good faith. Others argued that the trust needed more funds on hand if an opportunity were to arise. Ms. Rust explained there were different approaches to creating an affordable housing unit. The first would be to purchase a property outright which would require the entire cost of the property as well as the cost of any necessary repairs. A second possibility would be to purchase the deed restriction alone, working with the buyer and the bank. This would require less cash upfront but is a more complicated process. It was requested the Housing Trust join the Community Preservation Committee meeting. Staff will check with the Chair of the CPC to see if this is amenable.

#### **Status of new Housing Production Plan work**

Ms. Rust discussed upcoming steps which includes drafting of the goals and strategies as well as compiling all the information collected thus far. The next meeting of the Housing Production Plan Working Group will be held on January 18, 2023 at 8:00 AM.

**67-73 Nobscot update**

Ms. Lepak had asked how much the Housing Trust had remaining to spend on 67-73 Nobscot Road. Ms. Cusolito and Ms. Rust had figured out that the Housing Trust had enough to cover the 7,500 B&T and still have \$850 left of the \$70,000. Ms. Rust would like B&T's report to know the exact amount left and remaining balances and future costs be drawn down from the unused \$438,000. Mr. Riordan requested both the Beals and Thomas reports and the Cambridge Housing reports as they become available.

**Minutes**

No minutes were presented at this meeting

**Financial update:**

Ms. Rust presented the FY24 November transactions. There were no abnormal transactions.

Mr. Riordan made a motion to ratify the FY24 November financial transactions. Mr. Hummel seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Mr. Hummel – Aye, Ms. Cerullo Merrill – Aye, Ms. Cronin – Aye, Ms. Howe – Aye, Mr. Riordan – Aye, and Mr. Ryan Aye.

Ms. Rust suggested possibly lowering the cap for the Small Grants Program from \$7,500 back to \$5,000. Mr. Gentile requested a discussion about updating the Small Grants Program on the next agenda.

**Other Business:**

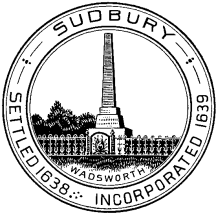
Ms. Lepak requested that SHT and SHA work together on future CPA funding requests.

Mr. Riordan recognized Mr. Gentile for all his work on the SHT's CPA request.

There was a lengthy discussion on Auxiliary Dwelling Units and may be a topic to add to a future agenda for more in-depth discussion.

Ms. Riordan made a motion to adjourn. Ms. Howe seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Howe– Aye, Mr. Riordan – Aye and Jack Ryan – Aye.

The meeting ended at 9:30 AM



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### DRAFT MINUTES

January 24, 2024 AT 8:00 AM

### VIRTUAL MEETING

**Housing Trust Members Present:** Chair Carmine Gentile, Janie Dretler, Cynthia Howe, Kelley Cronin, Jessica Cerullo Merrill, John Riordan and Jack Ryan.

**Absent:** Vice Chair Robert Hummel

**Others Present:** Adam Burney Director of Planning & Community Development

Mr. Gentile began the meeting at 8:06 AM

#### **Review and Approve the 2023 Sudbury Housing Trust Annual Town Report**

Mr. Gentile thanked Liz Rust for drafting the 2023 Sudbury Housing Trust Annual Town Report.

Mr. Gentile asked the Board if they had a chance to review the report. He asked if there is a motion to approve the report.

Ms. Dretler made a motion approve the 2023 Sudbury Housing Trust Annual Town Report. Ms. Cronin seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe– Aye, Mr. Riordan – Aye and Jack Ryan – Aye.

#### **Other Business:**

Mr. Gentile stated that the Community Preservation Committee will ask at Annual Town Meeting for \$380,000 for the Sudbury Housing Trust to purchase a new deed restricted unit. If the funds are approved at Annual Town Meeting, the hope is to purchase a property in the next year or so.

Ms. Dretler made a motion to adjourn. Mr. Ryan seconded the motion. Roll Call Vote: Ms. Cronin seconded the motion. Roll Call Vote: Mr. Gentile – Aye, Ms. Cerullo Merrill - Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Ms. Howe– Aye, Mr. Riordan – Aye and Jack Ryan – Aye.

The meeting ended at 8:12 AM

**Sudbury Housing Trust  
FY24 Transactions**

Date	Post MO	Amount	Balance	Account	Description	Payer/Payee
7/1/23	Jul-23	\$297,939.60	\$297,939.60		Carryover \$297,939.60	
8/1/23	Aug-23	\$0.00	\$282,946.69		Balance to \$282,946.69	
9/1/23	Sep-22	\$0.00	\$247,730.59		Balance to \$247,730.59	
10/1/23	Oct-22	\$0.00	\$244,616.34		Balance to \$244,616.34	
11/1/23	Nov-23	\$0.00	\$258,369.67		Balance to \$258,369.67	
11/2/23	Nov-23	(\$831.94)	\$257,537.73	Salary	Payroll	Town of Sudbury
11/16/23	Nov-23	(\$831.94)	\$256,705.79	Salary	Payroll	Town of Sudbury
11/30/23	Nov-23	(\$831.94)	\$255,873.85	Salary	Payroll	Town of Sudbury
11/14/23	Nov-23	\$1,700.00	\$257,573.85	Fee	Turn in #12	Bedford Woods
11/14/23	Nov-23	\$1,500.00	\$259,073.85	Fee	Turn in #10	Graystone
11/14/23	Nov-23	\$1,000.00	\$260,073.85	Fee	Turn in #11	Wellington Woods
11/21/23	Nov-23	\$1,700.00	\$261,773.85	Fee	Turn in #13	Bedford Woods
11/28/23	Nov-23	\$1,700.00	\$263,473.85	Fee	Turn in #14	Bedford Woods
11/22/23	Nov-23	(\$9,107.00)	\$254,366.85	Expense	Home Preservation Grant	Thermal Climate
12/1/23	Dec-23	\$0.00	\$254,366.85		Balance to \$254,366.85	
12/14/24	Dec-23	(\$831.94)	\$253,534.91	Salary	Payroll	Town of Sudbury
12/1/24	Dec-23	\$810.00	\$254,344.91	Fee	Turn in #15	Wellington Woods
12/6/24	Dec-23	\$1,000.00	\$255,344.91	Fee	Turn in #16	Wellington Woods
12/8/24	Dec-23	\$1,000.00	\$256,344.91	Fee	Turn in #17	Wellington Woods
12/28/24	Dec-23	(\$831.94)	\$255,512.97	Salary	Payroll	Town of Sudbury
12/28/24	Dec-23	(\$1,020.00)	\$254,492.97	Expense	Dutton Rd	Lynch
12/28/24	Dec-23	(\$4,666.66)	\$249,826.31	MAP	Mortgage Assistance	Various
1/1/24	Jan-24	\$0.00	\$249,826.31		Balance to 249,826.31	

**Sudbury Housing Trust  
Financial Projection - Detail**

Description	Line#	FY23	FY24			FY25	Total
		Actual	Actual	Remaining	Projected	Planned	
<b>Housing Unit Creation</b>							
Cumulative #units created	1	14					
Cumulative per unit subsidy of created units	2	\$181,812					
Annual #Trust Created Units	3	0					
Annual \$Trust Created Units	4	0					
Total subsidy of created units	5	\$2,545,366					
#Trust Assisted Units	6	126					
\$Trust Assisted Units	-86,510	\$650,000					
Cumulative per unit subsidy of assisted units	8	\$5,159					
<b>Detailed Statement of Revenues and Expenditures</b>							
Carry Forward	10	\$305,025.35	\$297,939.60			\$297,940	\$146,500
Fees - 712543/430000	20	\$45,847.00	\$41,079.04	\$38,840.00	\$79,919.04	\$94,100	\$75,000
Resales	21	\$8,465	\$810	\$3,190	\$4,000	\$4,000	\$4,000
<b>External Contracts (sum of below)</b>	22	<b>\$37,382</b>	<b>\$40,269</b>	<b>\$35,650</b>	<b>\$75,919</b>	<b>\$90,100</b>	\$999,501
<i>Bedford Woods/Concord Millrun</i>	23	<i>\$0</i>	<i>\$9,800</i>	<i>\$0</i>	<i>\$9,800</i>		\$25,200
<i>Harvard - Pine Hill Village</i>	24	<i>\$5,000</i>	<i>\$2,500</i>	<i>\$12,500</i>	<i>\$15,000</i>		\$31,700
<i>Natick Graystone Lane</i>	25	<i>\$5,000</i>	<i>\$1,500</i>	<i>\$0</i>	<i>\$1,500</i>		\$7,500
<i>Medford Wellington Woods</i>	26	<i>\$6,000</i>	<i>\$9,000</i>	<i>\$4,000</i>	<i>\$13,000</i>		\$35,000
<i>Holliston - Village Green</i>	27	<i>\$0</i>	<i>\$0</i>	<i>\$11,000</i>	<i>\$11,000</i>		\$13,000
<i>Rental Recertification: Messenger, Corey St</i>	28	<i>\$3,750</i>	<i>\$1,750</i>	<i>\$2,000</i>	<i>\$3,750</i>		\$47,900
<i>Monitoring - MassHousing, Cold Brook, Avalon</i>	29	<i>\$17,632</i>	<i>\$14,719</i>	<i>\$4,150</i>	<i>\$18,869</i>		\$81,503
<i>Misc</i>	29	<i>\$0</i>	<i>\$1,000</i>	<i>\$2,000</i>	<i>\$3,000</i>		\$4,000
<b>Completed</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		\$750,198
CPA and Other Financing - 712549/497000	30	\$77,518	\$0	\$730,000	\$730,000	\$730,000	\$380,000
SHA Nobscot (CPA)	31	\$2,518	\$0	\$0	\$0	\$0	\$18,920
CPA 2024 ATM	36	\$0	\$0	\$292,000	\$292,000	\$292,000	\$380,000
Nobscot CPA 2024 ATM				\$438,000	\$438,000	\$438,000	\$438,000
State ARPA - Mortgage Assistance	32	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Interest - 712548/482000, 712548/489000	41	\$7,898	\$0	\$0	\$0	\$1,000	\$85,235
State Earmark - Mortgage Assistance payments	45	-\$20,889.66	-\$7,210	-\$45,307	-\$52,517	-\$52,517	-\$75,000
Expenditures - 712557/522100/earmark	50	-\$98,931.96	-\$71,167	-\$484,735	-\$555,902	-\$549,255	-\$4,489,007
Legal/Insurance	52	-\$1,910.00			\$0	\$0	-\$5,510
RHSO/Contract Assistance	54	-\$40,946.00	-\$43,255	\$0	-\$43,255	-\$43,255	-\$45,000
<b>Programs - sum of below</b>	56	<b>-\$45,406.00</b>	<b>-\$19,727</b>	<b>-\$480,920</b>	<b>-\$500,647</b>	<b>-\$494,000</b>	<b>-\$3,766,579</b>
<i>Nobscot Feasibility (CPA)</i>	561	<i>-\$8,467.50</i>		<i>-\$12,647</i>	<i>-\$12,647</i>	<i>-\$6,000</i>	<i>-\$53,920</i>
<i>Nobscot (CPA)</i>	561b			<i>-\$438,000</i>	<i>-\$438,000</i>	<i>-\$438,000</i>	<i>-\$438,000</i>
<i>Small Grant Program</i>	562	<i>\$0.00</i>	<i>-\$9,600</i>	<i>-\$20,000</i>	<i>-\$29,600</i>	<i>\$0</i>	<i>\$40,000</i>
<i>Home Preservation Grants/HFH</i>	563	<i>\$0.00</i>	<i>-\$10,127</i>	<i>-\$10,273</i>	<i>-\$20,400</i>	<i>-\$50,000</i>	<i>-\$127,137</i>
<i>Rental Assistance #1 - ERAP (Trust funded)</i>	564	<i>\$0.00</i>			<i>\$0</i>		<i>-\$39,850</i>
<i>Rental Assistance #2 - SRRP (CPA funded)</i>	565	<i>-\$26,938.50</i>			<i>\$0</i>		<i>-\$188,705</i>
<i>H4H,Dutton Road</i>	566	<i>-\$10,000.00</i>			<i>\$0</i>		<i>-\$58,249</i>
<b>Lottery Expense (sum of below)</b>	58	<b>-\$10,669.96</b>	<b>-\$8,185</b>	<b>-\$3,815</b>	<b>-\$12,000</b>	<b>-\$12,000</b>	<b>-\$251,084</b>
<i>Advertising/Insurance</i>	581	<i>-\$10,669.96</i>	<i>-\$8,185</i>	<i>-\$3,815</i>	<i>-\$12,000</i>	<i>-\$12,000</i>	<i>-\$190,156</i>
Trust portion of Salaries - 712551/511100	60	-\$18,526.95	-\$10,815	-\$44,185	-\$55,000	-\$55,000	-\$55,000
Ending Trust Balance	70	# \$297,939.60	\$249,826	\$194,614	\$146,500	\$518,785	\$129,500
Rental Assistance #3 - ARPA SRRP	80	# -\$155,724.09	-\$43,257	-\$1,019	-\$44,276		-\$200,000
Small Grant - ARPA Funded	81	# -\$29,067.00	-\$21,127	-\$24,806	-\$45,933		-\$75,000

## Home Preservation Homes

	Homes Purchased									
	Home #1, 4 Longfellow	Home #2, 20 Maplewood	Home #3, 8 Howell	Home #4, 68 Oakwood	Home #5, 18 Pinewood	Home #6, 8 Eddy St	Home #7 162 Pratts Mill	Home #8 58 Robbins	averages	2024 possible
Asking Price	\$359,900	\$349,500	\$349,900	\$365,000	\$338,000	\$414,000	\$384,900	\$425,000	\$373,275	\$650,000
Purchase Price	\$340,000	\$339,000	\$300,000	\$356,500	\$325,000	\$414,000	\$384,900	\$425,000	\$360,550	\$650,000
Inspections/Repairs	\$22,130	\$12,000	\$10,024	\$855	\$32,000	\$10,000	\$3,700	\$10,000	\$12,589	\$50,000
Taxes	\$0	\$1,250	\$4,251	\$3,200	\$1,700	\$1,500	\$2,250	\$1,900	\$2,006	\$3,000
Total cost	\$362,130	\$352,250	\$314,275	\$360,555	\$358,700	\$425,500	\$390,850	\$436,900	\$375,145	\$703,000
Buyer Price	\$175,000	\$158,000	\$150,000	\$186,000	\$190,000	\$199,700	\$198,200	\$210,000	\$183,363	\$300,000
Purchase Subsidy	\$187,130	\$194,250	\$164,275	\$174,555	\$168,700	\$225,800	\$192,650	\$226,900	\$191,783	\$403,000
Closing Date	2/21/2008	8/27/2008	3/27/2009	9/8/2010	8/25/2011	7/15/2013	8/15/2014	12/18/2015		
fy closed	fy08	fy09	fy09	fy11	fy12	fy14	fy15	FY16		
<b>Capital</b>										
At Purchase	\$22,130	\$12,000	\$10,024	\$2,000	\$32,000	\$10,000	\$3,700	\$10,000		\$50,000
Post Purchase	\$14,000	\$1,000	\$6,500	\$21,400	\$2,700	\$67,200	\$4,600	\$35,881		\$130,000
Needed	\$75,000	\$25,000	\$20,000							
	\$111,130	\$38,000	\$36,524	\$23,400	\$34,700	\$77,200	\$8,300	\$45,881		\$180,000
SQUARE_FEET	1392	1162	960	1568	1632	1564	1224	1500		
ACRE	0.53	0.21	0.49	0.115	0.23	0.9	0.5	0.46		
NO_ROOMS	6	5	4	8	7	8	6	7		
NO_BEDROOMS	3	3	2	3	3	3	3	3		
NO_BATHS	1.5	1.5	1	2	1	2	1.5	1		
YEAR_BUILT	1956	1962	1952	1995	1954	1958		1960		
REPAIRS (at purchase)	Windows	Burner	Back Door	No Repairs	itchen Sink/Count	meter move	fridge	Roof Saddle		
	Roof	Gas	Plumbing		2nd floor bath	burner	stove	Insulation		
	Water Heater	Electric	Trim Work		Electrical Panel	sill	DW	Bulkhead work		
	Painting	Exterior	Pest		Pipes leaking	deck	pest plan	Sump Pump		
					Bulkhead		Paint	Misc		
					Misc					

Home Preservation  
Process Flow

#	Activity	What could go wrong?	Then what?
1	Prepare LIP Application: Prepare marketing plan for lottery, get approved by DHCD, open applications, etc...	Comments to address	Revise and resubmit
2	Hold Lottery	No applicants	Remarket
3	Look at all homes under budget asking price	None on the market	Wait for more homes, increase subsidy from Trust
4	Select candidate/s with trust sub-committee	None worth buying	Wait for more homes
5	Show to lottery winner, find top ranked interested applicant	Doesn't want the home, amount of repairs is a barrier	Proceed to next lottery winner
6	Trust negotiates binding offer, deposit \$1 to hold, contingent on buyer financing and inspection	Not accepted, already sold, legal issues	Start again
7	Write memo to parties for realtor and seller	Seller backs out	Pay more or start again
8	Obtain home inspection	Too many repairs	Start again
9	Commit repairs to buyer	Buyer not satisfied	Negotiate or find new buyer
10	Review with Select Board	Not approved	Start again
11	Get buyer approved from EOHLIC	Not eligible	Find new buyer
12	Assign Offer to Purchase to buyer	Buyer does not sign	Find new buyer
14	Buyer executes P&S, Town puts no money down	Buyer delay	Move to later
15	Get unit approved by EOHLIC	EOHLIC wants more repairs	Do more or pass on home
16	Buyer obtains mortgage commitment	Buyer ineligible	Delay, find new buyer, start again
17	Request closing documents	Forget, loan not eligible	Delay closing, get new loan
18	Request check for closing	Not in enough time	Delay closing
19	Close, include tax	Bank or buyer delay	Delay or start again
20	Complete agreed upon repairs	More expensive, more repairs needed, takes too long, owner uncooperative	Deficient home



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- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION ACT FUND – 67-73 NOBSCOT ROAD ACQUISITION, DESIGN, AND CONSTRUCTION**

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$438,000 from the Community Housing category of Community Preservation Act Funds, funded from FY24 revenue and then from General Reserve Funds, if needed, to the Housing Trust for the site feasibility analysis, property acquisition, project design, construction, and creation of ownership and/or rental affordable housing units at 67-73 Nobscot Road; or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests an appropriation to the Housing Trust for the site feasibility analysis, property acquisition, project design, construction, and development of ownership and/or rental affordable housing units on an approximately 5.4 acre piece of land at 67-73 Nobscot Road. In 2021, the Mayflower Council, Inc./Boy Scouts of America approached the Town of Sudbury with an offer to sell land within the Boy Scouts Reservation located off Nobscot Road. The entire property is approximately 29 acres and spans from Sudbury to Framingham. An approximately 5.4 acre portion of the entire property, which is surrounded by a conservation restriction, private residential property, and Nobscot Road, has been offered for purchase to the Town. The Housing Trust and Sudbury Housing Authority have engaged Beals + Thomas and the Cambridge Housing Authority to assist them in conducting a development feasibility analysis of the approximately 5.4 acre piece of land to potentially use for the development of affordable housing.

Beals + Thomas has prepared a development feasibility report for the property, including possible proposed layouts. The Cambridge Housing Authority has been coordinating with Beals + Thomas and is now working to develop a more refined understanding of the exact development possibilities at the property and associated permitting requirements. A more complete understanding of the limitations of the property will better inform the Housing Trust and Sudbury Housing Authority if this is a viable housing development project site. If it turns out a significant housing development project is feasible at the property, the Housing Trust and Sudbury Housing Authority would likely advance their discussions with the Mayflower Council, Inc./Boy Scouts of America to investigate purchasing the approximately 5.4 acre piece of land. These Community Preservation Act funds would be used to finish the site feasibility analysis components (if any) and possibly acquire the parcel. After acquisition, if there were remaining funds available, they would be used toward the design, construction, and development of affordable housing units on the property.

SUBMITTED BY: R Poteat Ryan Poteat *on behalf of the Community Preservation Committee*

Approved by: \_\_\_\_\_  
Town Counsel

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**ARTICLE XX. COMMUNITY PRESERVATION ACT FUND – HOUSING TRUST ALLOCATION**

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$292,000 from the Community Housing category of Community Preservation Act Funds, funded from FY24 revenue, to the Housing Trust for the acquisition, creation, preservation, and support of community housing as allowed by the Community Preservation Act; or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE REPORT:** This article requests an appropriation to the Housing Trust for the creation of new affordable housing units and continued support for residents struggling to pay their rent due to impacts from COVID or other matters. The Housing Trust last requested Community Preservation Act funds in 2021 for Fiscal Year 2022 and has not created any new units since then, as the Housing Trust relies on Community Preservation Act funds for unit creation.

This funding allocation would assist in creating affordable housing through the Housing Trust's Home Preservation Program which converts existing smaller market homes to affordable homes and provides affordable homeownership opportunities to income eligible households. The Housing Trust is the main, if not the only, entity with plans to create affordable homeownership in Sudbury. Through its program, the Housing 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 items demonstrate first-hand the benefits of a homeownership program. Sudbury has had 37 ownership units in its affordable housing portfolio since 2016. The Home Preservation Program conforms to the Town's Housing Production Plan, contributes long-term affordability towards the MGL Chapter 40B 10% affordable housing threshold, converts market rate to affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

Additionally, the Housing Trust aims to build upon its Sudbury Rent Relief Program (SRRP) which serves low income level households in town by providing rental assistance. The Housing Trust has successfully implemented and administered the Sudbury Rent Relief Program and looks to continue the concept. This program would have the effect of deepening the affordability

of rental units in Sudbury and would serve low income households. The Sudbury Rent Relief Program commits six months of rental assistance for apartments with low income tenants. The Rent Relief Program conforms to the Town's Housing Production Plan, assists in 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.

SUBMITTED BY: R Potcat Ryan Potcat *ON behalf of the Community*  
Preservation Committee

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Approved by: \_\_\_\_\_  
Town Counsel

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**ARTICLE **XX**. COMMUNITY PRESERVATION ACT FUND – SUDBURY HOUSING TRUST ALLOCATION**

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$380,000 for Housing purposes of the Community Preservation Act from FY25 CPA Estimated Annual Revenues and then from the CPA General Reserve Funds if needed, for the purpose of the Sudbury Housing Trust supporting community housing through the provision of grants loans, rental assistance, security deposits, interest-rate write downs, or other forms of assistance for the purpose of making housing affordable.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Sudbury Housing Trust requests Community Preservation Act (CPA) funding to support the creation new affordable homeownership units of housing.

These funds will augment previously allocated funds to support community housing through the provision of grants loans, rental assistance, security deposits, interest-rate write downs, or other forms of assistance for the purpose of making housing affordable. The Trust has not created any new units since FY16 and looks forward to creating housing opportunities for first-time homeowners in Sudbury.

This CPA funding request would enable the Trust to bring new units of affordable housing to Sudbury’s existing inventory. This could be through the Trust’s Home Preservation Program which converts existing smaller market homes to affordable homes and provides affordable homeownership opportunities to income eligible households, or other means. The Trust is the main, if not the only, entity whose mission is to create affordable homeownership units in Sudbury. Through this program, the Trust has seen tenants renting from the Sudbury Housing Authority become homeowners. In other instances, owners of deed restricted properties have been able topurchase market rate homes in town. These demonstrate first-hand the benefits of a homeownership program. Sudbury has 37 ownership units in its affordable housing portfolio; a number which has stayed constant since 2016. The seven-year hiatus will end with new affordable units created from the funds requested.

SUBMITTED BY: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Town Counsel

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**ARTICLE XX. COMMUNITY PRESERVATION ACT FUND – SUDBURY HOUSING AUTHORITY ALLOCATION**

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$450,000 from the category of Community Housing of the Community Preservation Act, funded from FY25 Estimated Annual Revenue and then from CPA General Reserve Funds, if needed, for the purpose of the acquisition, creation, preservation and support of community housing as allowed by the Community Preservation Act; or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE REPORT:** This article requests an appropriation to the Sudbury Housing Authority (SHA) for the acquisition, creation, preservation and support of community housing. The SHA intends to use the funds for the redevelopment of two obsolete single-family homes in its portfolio (21 Great Lake Drive and 8 Oakwood Avenue).

The SHA is a quasi-governmental entity overseen by the state The Executive Office of Housing and Livable Communities (EOHLC) under 760 CMR. While locally controlled, and created by Town Meeting in 1971 under MGL Chapter 121B, Section 3, it is not legally a part of Sudbury's Town government.

21 Great Lake Drive and 8 Oakwood Avenue are single-family homes that SHA owns and operates as state-assisted public rental housing for families. Both of the homes, which are located in the Pine Lake neighborhood, have significant capital needs. 21 Great Lake Drive is currently vacant due to a variety of concerns with the 1960s-era structure, particularly water/moisture damage. It has been challenging for SHA to address these capital needs due to the limited amount of operating and capital funding that it receives from the State.

The SHA has consulted with an architect, an engineer, and an affordable housing development consultant regarding the possibility of demolishing these two older homes and replacing them each with two-bedroom duplex homes that are architecturally compatible with the neighborhood. Each of these experts has provided information that supports the current plans. The current funding from the CPA, in addition to previous CPA allocations to the SHA, would leverage state funding which would also be supplemented by a mortgage to be held by the SHA. Indeed, the SHA has recently been advised that this development qualifies for state funding. SHA will work with the community and the various Town Boards and committees during 2024 with the goal of reaching agreement to proceed to construction in 2025.

SUBMITTED BY: \_\_\_\_\_

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Approved by: \_\_\_\_\_

Town Counsel