

Housing Trust Meeting Agenda

December 7, 2010

7:00 pm

Attendees: Tom Dumas, Bryan Clancy , Warren Chamberlain, Michael Stepansky, Will McColl, Diane McDermott

- 1) Approval of Meeting Minutes – None to approve
- 2) Discuss Job Description for Housing Trust support staff – Will McColl circulated Beth Rust's job description to give people an idea of what a staff person or consultant might do for the Trust
- 3) Beth Rust came to discuss in generalities possible options and paths for the Trust to take in ramping up a home ownership lottery and program.
 - a. Consider Town employee expanding role with Trust paying for services
 - b. Create a position by developing description of tasks if desired
 - c. Hire a consultant to do same type of scope rather than employee
 - d. Consider job sharing within departments if desirable
 - e. Consider a regional housing office by teaming up with other towns
 - f. Develop a program for buy down, seek DHCD approval, hire person to implement and have lottery
- 4) Follow up
 - a. Talk to Karen Sherman get thoughts – would she like more hours?
 - b. Talk to Medway – Beth is helping them as well
 - c. Develop a job description
- 5) Next meeting January 12, 2011

Adjourn

Submitted by Bryan Clancy

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December 7, 2010

7:00 pm

- 1) Approval of Meeting Minutes
- 2) Discuss Job Description for Housing Trust support staff
- 3) Meet with Beth Rust from Sudbury Trust to shape next steps for home ownership program
- 4) New Business

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COMMUNITY HOUSING SPECIALIST

Definition

Under the direction of the Planning and Community Development Director, provides administrative and technical support relating to affordable housing issues and coordinates the efforts of various town boards and committees to develop affordable housing opportunities and implement the Town's Community Housing Plan.

Distinguishing Characteristics

Works under the direction of the Planning and Community Development Director and coordinates all affordable housing initiatives and activities within the Town, including those of the Community Housing Committee and other boards and committees. Works with the Sudbury Housing Authority to maintain Town perspective in Sudbury Housing Authority proposals and activities.

Requires the exercise of sound judgment, objective and rational analysis of the needs of the community and the requirements of the Commonwealth of Massachusetts with respect to affordable housing, and the exercise of strategic planning to identify and pursue resources and programs appropriate to meet substantiated housing needs.

Frequent contact with various Town departments, frequent interaction with various boards and committees and elected and appointed officials, frequent contact with state and/or federal agencies and officials.

Improper judgment could cause delay and confusion and result in adverse publicity. Errors and poor performance could result in missed deadlines, missed opportunities to address legitimate Town needs and priorities, and a loss of available supplemental non-Town funding resources.

Essential Functions

Coordinate and/or conduct planning and feasibility studies for new affordable housing development.

Assist Town board and committees, and private housing developers during the pre-application process for new affordable housing.

Provide technical support and assistance during the application process and the review and approval process under M.G.L. Chapter 40B.

Initiate and pursue collaborative efforts among local, state, federal, and private agencies and parties to implement the 2005 Community Housing Plan and any updates thereto, or any future housing-related plans or studies.

Prepare and coordinate applications for state and federal resources, including housing grants and loans, assistance and public services.

Promote, monitor and oversee housing projects throughout the required community application process, including public approvals and permitting, and through closing, construction, and sales.

Serve as staff resource to the Sudbury Municipal Housing Trust, including the following activities: preparation and review of Request For Proposals (RFP's) and management of the procurement process; development of financial structuring including appropriate uses, cost, affordability, public subsidy and public benefits; preparation and implementation of funding proposals and coordination of efforts to fulfill program requirements; and maintenance of up to date and accurate financial accounts and other records as necessary.

Serves as Fair Housing Director for the Town of Sudbury.

Perform other related duties as required.

Knowledge, Abilities and Skills

Thorough knowledge of M.G.L. Chapter 40B and related housing and planning statutes. Thorough knowledge of state and federal programs and resources available for creation of affordable housing. Expertise in the development of affordable housing from the initial application process, project management, through closing and sales. Ability to read, analyze and interpret scientific data, demographics, technical reports and legal documents. Ability to perform detailed research, collect and analyze data and prepare written and oral reports and presentations for municipal boards and committee and the public. Strong communication and interpersonal skills to effectively interact with Town staff, local elected and appointed officials, state and federal officials and agencies, private developers and commercial interests, and the public.

Minimum Education and Experience

Bachelor's degree in planning, public administration or related field, plus three (3) years related training and/or experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid motor vehicle operator's license.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.