

AFFORDABLE HOUSING TRUST FUND

Tuesday, April 23, 2019

10:00am

4 Fairgrounds Rd

PSF Community Room

Adopted May 21, 2019

Board Members Present: Brian Sullivan (Chair), Brooke Mohr (Vice-Chair), Reema Sherry, Rita Higgins-arrived 10:08am, Charity-Grace Mofsen, Judith Wegner

Board Members Not Present: Linda Williams

Others Present: Tucker Holland (staff), Megan Trudel (staff), Anne Kuszpa, Ken Beaugrand, Brain Turbitt

I. Call to Order

Brian Sullivan called the meeting to order at 10:07am

II. Approval of Agenda

Brooke Mohr motioned to move Item 6-Program Implementation Consulting to the beginning of the meeting. Reema Sherry seconded to approve the agenda as amended. Motion carried unanimously.

III. Approval of Minutes

- **January 28, 2019**
- **February 19, 2019**
- **February 21, 2019**

Brooke Mohr motioned to approve the minutes from January 28, 2019; February 19, 2019, ; and February 21, 2019. Judith Wegner seconded the motion. The motion was carried unanimously.

IV. Program Implementation Consulting

Missed window for phone call with Laura Shufelt of Mass Housing Partnership-revisited later in meeting.

V. Neighborhood First: Next Steps

Discussion of the creation of a work group of subcommittee:

1. Criteria and Evaluation of Pieces of Property for Purchase
 1. What Qualifies?

2. Process of Acquisition
 1. For response to an RFI
 2. Uniqueness factor
 3. "Procurement Outline"
3. Management Contract for the Property
 1. Creating an RFP and moving to next steps from there
4. Timeline for Acquisition
 1. What's the rollout for SHI list
 2. What's the 5-7 year schedule and how to maintain safe harbor

**Work closely with the Land Bank, using their process as a model on a number of different elements

What is the AHT looking for in qualifications for a work group?

- Two at large community members
- FinCom member
- Planning Board or NPEDC
- Select Board rep that is not on this committee
- LandBank Rep
- 1-2 AHTF Member
- Offer Opportunity to a Tax Paying Seasonal Resident

Possible Advisor Seats: Brian Turbitt, Tucker Holland, Real Estate Person

What's the work and over what period? -a discussion to be added to May's meeting agenda.

Ken Beaugrand suggested that there should be an educational process for the public on what the process looks like.

Brian Turbitt spoke the disposition and acquisition of real property and what the RFI process and RFP process works.

- RFI would take 30-45 days once the criteria has been determined and submitted
- RFP would take longer as there is more detail involved and is dependent on the response from the RFI
- Must work way through RFI before taking additional steps

Brian Turbitt also stated that there are requirements that must be met prior to borrowing any of the money. There could be tax implications /change in interest rate based on if some of the borrowing were to be tax exempt or not.

Brian Turbitt stated the uniqueness determination should happen prior to an offer.

Rita Higgins suggested that the process to coordinate w/ the work group should go item by item over 8-10 months and follow:

Define, Review, Feedback, Integrate Feedback

Small subcommittee to get together to outline the scope of the workgroup for the May's meeting:

Reema Sherry, Brooke Mohr, Brain Sullivan involve Ken Beaugrand and Brian Turbitt

VI. Program Implementation Consulting

Laura Shufelt of MHP joined via phone call

Discussion of development, rental subsidy, and buy down programs.

Laura suggested that there are pros and cons to all and to investigate further before prioritizing programs, first step is to identify the objectives.

Rental subsidies usually do not count towards the SHI list because there is usually not a deed restriction attached to the property.

Can determine the peer to peer consulting after the objectives and priorities are determined.

Tucker Holland mentioned that one program that has been heavily discussed is the implementation of a Down Payment Assistance Program. Laura recommend reaching out to someone with a similar program where the basics can be used, perhaps reaching out to Paul Ritchinksa, who is the prior Housing Specialist at the Cape Cod Commission and implemented a similar program.

Laura will attend next AHTF meeting on May 21st to help with pros and cons.

Ken Beaugrand asked about using the land trust model and Laura Shufelt stated that a trial on the Cape was not as successful because it has been very difficult to find financing

VII. Letter-Short Term Rental Tax Proceeds

Reema Sherry motioned to accept the letter as drafted and submit to the Select Board. Rita Higgins seconded the motion. The motion carried unanimously.

VIII. Budget Review

Tucker Holland reviewed spreadsheet provided.

Ken Beaugrand asked for clarification that the 5 million is separate from the 20 million.

IX. Board Comments

Brain Sullivan asked for an update on NDP included on next agenda.

Brooke Mohr thanked Tucker Holland for the advocacy leading up to town meeting.

Rita Higgins expressed thanks to everyone for the transformation the Board has made in the past year

Brooke Mohr gave thanks to the voters.

Judith Wegner thanked Ken Beaugrand and the CPC

Judith Wegner -Update on the Open Space Zoning Work Group on May 7th

X. Public Comments

Tucker Holland echoed the thanks to the board and what an incredible difference that a year makes and thanks to the community for putting trust into the group.

Tucker Holland spoke briefly to the National Planning Conference that he attended the past week and that housing was the common topic across the country.

Tucker Holland also mentioned The Lincoln Institute in Cambridge and the idea of impact fees that applies to key community components.

Brooke Mohr recommended possibly a joint meeting/presentation with the Planning Board.

XI. Other Business

NONE

XII. Executive Session, Pursuant to MGL C. 30A § 21(A)

- **Purpose 6: To consider the purchase, exchange, lease or value of real property where an open meeting may have a detrimental effect on the negotiating position of the public body.**

Judith Wegner moved to close the Open Session to enter into Executive Session and not to return to Open Session. Reema Sherry seconded the motion. The motion carried unanimously by a roll call vote.

XIII. Adjourn

12:35pm

Submitted by:
Megan Trudel