

AFFORDABLE HOUSING TRUST FUND

Tuesday, May 21, 2019

10:00am

4 Fairgrounds Rd

PSF Community Room

Board Members Present: Brian Sullivan (Chair), Brooke Mohr (Vice-Chair), Reema Sherry, Charity-Grace Mofsen, Judith Wegner (10:07am)

Board Members Not Present: Linda Williams,

Others Present: Tucker Holland (staff), Megan Trudel (staff), Ken Beaugrand (staff), Laura Shufelt, Beth Ann Meehan, Gerry Keneally, Anne Kuszpa

I. Call Meeting to Order

Brain Sullivan called to order at 10:05am

II. Approval of Agenda

Brooke Mohr moved to approve then agenda, Reema Sherry seconded the motion. The motion carried unanimously

III. Approval of Minutes

Brooke Mohr moved to approve minutes from March 19, 2019; March 27, 2019; and April

23, 2019. Reema Sherry seconded the motion. The motion carried unanimously.

IV. CCAP Application -3 Waitt Drive

President of the Habitat Board, Gerry Keneally, spoke favorably of the applicant and the Habitat process for homeownership.

Reema Sherry voted to approve the applicant for Closing Cost Assistance up to \$15,000. Charity-Grace Mofsen seconded the motion. The motion carried unanimously.

V. SHI List Management

Tucker Holland discussed the chart created for the packet.

Maximum one project can contribute to a town is two years of safe harbor.

It's important to know that it is only year-round residences that count to calculate **the 10% state mandated requirement** for **affordable housing**.

The future numbers are meant as estimates/projections.

Judith Wegner summarized the chart as presented to the NP&EDC

VI. Neighborhood First Implementation Plan

Brooke Mohr gave overview of the proposed implementation plan

Workgroup Make-Up

Reps:

- 1 Town Administration
- 2 Affordable Housing Trust
- 1 Finance Committee
- 1 NP&EDC
- 1 Select Board
- 1 Land Bank
- 2 At Large Year-Round Community Members
- 1 Seasonal Community Member

Staff support: Tucker Holland, Housing Specialist Ken Beaugrand, Real Estate Specialist Brian Turbitt, Finance Director and Chief Procurement Officer

Workgroup Timeline:

May 21: NAHT votes on forming Workgroup and confirming composition
May 27 - June 10: Recruitment for community reps - Inquirer & Mirror ad - Social Media - Civic league mailing lists Board & Committees select their representatives
June 10 - June 17 Community applications reviewed June 18
NAHT appoints Workgroup at regular meeting June 24
Joint NAHT/Workgroup kick-off meeting
July - Jan 2020 Workgroup reports progress to NAHT monthly, providing documentation for NAHT meeting packets each month on the second Tuesday of the month (one week prior to NAHT meetings). NAHT presents feedback on an ongoing basis. February 2020 Workgroup presents final recommendations to NAHT

Workgroup Tasks:

1) Defining Program intent, goals and priorities: a. Management of SHI list and "Safe Harbor" b. What does the warrant allow us to do? c. Evaluate most cost-effective method for utilizing funding by defining program goals i. Purchase of existing homes/addition of secondary & tertiary units ii. Purchase of covenants on existing rentals iii. Purchase of land? d. Potential impact on year-round renters of any Trust actions (will current tenants have to move out and participate in a lottery?)

2) Criteria for evaluation of offered properties (including, but not limited to): a. Location: sewer/water access; transportation, shopping, etc. b. Age and condition

c. Checklist to rate relative desirability d. Cost per unit e. Displacement of year-round renters/prevention of loss of year-round homes to seasonal use f. Inspection and estimate of improvement costs g. Lot size and zoning h. Natural resources/conservation issues i. Number of potential units

3) Process for acquisition: a. Overall timeline for acquisition of properties b. RFI & Public outreach c. RFP d. Financing - tax status of borrowing

4) Property Management Contract a. Contract details b. RFP c. Process for evaluation of responses to the RFP

Judith Wegner motioned to approve the makeup of the work group, proposed **task list, and newspaper ad to move forward with the process as proposed.** Reema Sherry seconded the motion. The motion carried unanimously.

VII. Letter to Select Board for Short Term Rental Tax

Brian Sullivan provided an update- Select Board cannot designate a percentage at this time but can be brought to Town Meeting for a fixed line item funding stream. This will be visited at a later date.

VIII. Mass Housing Partnership- Laura Shufelt

Laura Shufelt of Mass Housing Partnership explained certain parameters around the creation of a Down Payment Assistance Program.

- Stressed that the creation of a program can depend on the funding source.

- Cannot give grants but can award forgivable loans.

- Another way to create a program is to create a subordinate loan.

Beth Ann Meehan, Loan Officer for Cape Cod Five, stated that there should be **two conversations going. One process for the SHI listed properties and another for non SHI listed properties.** Also spoke to in a subordinate, second mortgage, and the process for a construction loan.

Laura Shufelt stressed that first time homebuyers do not fit into many firsts time **homebuyer loan program**

Anne Kuszpa, Director of Housing Nantucket, stated that there are currently **4 covenant properties available with about 75 people on the eligibility list.**

Discussion for the potential for a program for covenant lot creation. Anne Kuszpa stated that WPI was charged this past fall with marketing the covenant program

and determine who to target. She believes that there should be more public outreach.

Laura Shufelt stated that on the Cape there was an amnesty program to get unpermitted apartments permitted and then made them affordable units. Additionally, they hired a part time person to navigate the process for the applicants (planning, Zoning, Building, etc). It added 200 units to the SHI list.

Brain Sullivan requested for the next meeting thinking about what the marketing plan would be. What would staffing look like, application process, steps, general guidelines, repayment process, etc . Judith Wegner suggested maybe creating a video for marketing.

IX. Budget Review

Discussion on reimbursement for Trustees and Staff to attend expenses incurred.

Move to retroactively reimburse conference travel related expenses for members and staff in the past fiscal year and to create a more defined policy for reimbursements moving forward. Charity Grace Mofsen seconded the motion. The motion carried unanimously.

X. NDP Update

Survey responses have exceeded more than 50%.
Final report will be presented late summer/early fall.

XI. Fire Station Property Update

Tucker provided an update. The Select Board is interested in pursuing further, however there is not a rush and there is a need to incorporate with the strategy of the SHI list management. It must also align with Town Admin's goals with additional municipal office/meeting space.

The Health Department and the Con Comm would be relocated to this facility first.

XII. CHIP Application/Marketing

Reema Sherry on June 6th someone from the group will need to present on how the funds from last year have been spent. Brooke Mohr said that she will present if Reema Sherry helps to prepare.

Reema Sherry stated she met with Brooke Mohr, NDP, and Grant Saunders to create an online database that would include marketing and "one-stop shopping" on affordable housing products and how to navigate the processes. Have the Trust be the centralized hub that links to all other housing resources.

Reema Sherry suggested that this could be what the CHIP to be applied for this year if the Board would be okay with that.

Brooke moved that there is a sub committee to create an application for a combined data strategy (look for verbiage)

Brain Sullivan motioned that an CHIP application is prepared for funding of Closing Cost Assistance Program as a second app. Charity Grace Mofsen seconded the motion. The motion was defeated 2 (two) in favor and 3 (three) opposed.

XIII. Board Comments

NONE

XIV. Public Comment

Anne Kuszpa asked about the status of the Monohansett deed-update to be given under "other business"

Beth Ann Meehan commented as to how helpful the Closing Cost Assistance Program has been and that if there are funding opportunities they should be applied for. Brooke Mohr clarified that the CHIP application is for 150 AMI level.

Brooke Mohr moved to go back to the discussion on the CHIP Grant applications and change her position to approve the Closing Cost Assistance Program funding application. Judith Wegner seconded the motion. The motion carried 4 (four) in favor and 1 (one) opposed.

XV. Other Business

Megan Trudel announced that next month's meeting will be held in the Training Room.

Megan Trudel provided the Monohansett Deed as returned from Town Counsel-first discussed at November's meeting-for the Trustees to sign.

Brian Sullivan asked Megan Trudel to provide and update at the next meeting on the Fairground Rd covenant lot and its status in Land Court.

XVI. Executive Session, Pursuant to MGL C. 30A § 21(A)-Not to Return to Open Session

Open Meeting Closed and moved into Executive Session

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

XVII. Adjourn

Meeting adjourned at 12:41pm

Submitted by:

Megan Trudel

DRAFT