

Affordable Housing Trust  
Meeting Minutes  
October 12, 2016

Board of Trustees: Michael Dutton, Nancy Koczela, Pat Driscoll, Bill Callahan, Joan Neumeister

Affordable Housing Coordinator: Lisa Sullivan

Guests: Andrew Delonno, Tony Sulmonte

The meeting was called to order at 4:15 PM in Room 201A of the Academy Building.

Michael Dutton discussed the policies and procedures of the trust as well as the powers vested in the trustees. He referenced The Affordable Housing Trust Ordinance D2015-003; which was adopted by the Town Council on April 7, 2015. The ordinance was distributed to the membership upon appointment and is attached for reference.

Michael reminded the Board of Trustees that the meetings were subject to Open Meeting Law. The Open Meeting Law policy [www.mass.gov/ago/government-resources/open-meeting-law/](http://www.mass.gov/ago/government-resources/open-meeting-law/) and Conflict of Interest Law <http://www.muniprogram.state.ma.us/> is distributed to new appointees by the Town Clerk when individuals are sworn in.

Lisa Sullivan reminded the Board that she distributed some information regarding Affordable Housing Trusts and creating affordable housing to the Board in July via email for their reference. The links are referenced below:

- A guide to Municipal Affordable Housing Trusts - How to envision, gain support and utilize a local trust to achieve our housing goals.  
[www.mhp.net/writable/resources/.../municipal\\_affordable\\_housing\\_trust\\_guidebook](http://www.mhp.net/writable/resources/.../municipal_affordable_housing_trust_guidebook)
- A Municipal Affordable Housing Trust Operations Manual; which discusses how to effectively operate a local trust.  
[www.mhp.net/writable/resources/documents/MAHT-Ops-Manual\\_final.pdf](http://www.mhp.net/writable/resources/documents/MAHT-Ops-Manual_final.pdf)
- A guide to how towns can utilize Community Preservation Act funds to support local housing efforts. [http://www.mhp.net/writable/resources/documents/071019\\_mhp\\_cpa\\_guidebook.pdf](http://www.mhp.net/writable/resources/documents/071019_mhp_cpa_guidebook.pdf)  
[www.mhp.net/writable/resources/documents/CPA-guidebook-2016\\_lowres.pdf](http://www.mhp.net/writable/resources/documents/CPA-guidebook-2016_lowres.pdf)

Tony Sulmonte, Finance Director, gave a financial update indicating that \$658,557.69 of CPC funds have been reserved for community housing efforts. The Community Preservation Committee can recommend transferring the funds to the Affordable Housing Trust, through the Town Council. There is currently a transfer request before the Town Council, to move funds to the Affordable Housing Trust. The Council deferred the request until the Affordable Housing Trust had the opportunity to meet.

Andrew Delonno explained that the Town has an up to date Housing Production Plan which was accepted by DHCD in August 2012. The Housing Production Plan (HPP) is a community's proactive strategy for planning and developing affordable housing by creating a strategy to enable it to meet its affordable housing needs in a manner consistent with the Chapter 40B statute and regulations; and

producing housing units in accordance with the HPP. The Town has not made significant progress in meeting their goals. The Affordable Housing Trust is an opportunity to make progress toward those goals by forming a strategy to retain units and leveraging funds to create new units. The HPP should be updated every five years or again in 2017. There is \$14,000 of mitigation available from the Prattown Meadows 40B project to engage a consultant to update the plan.

Lisa Sullivan gave an update on the Subsidized Housing Inventory (SHI); which is used to measure a community's stock of low- or moderate-income housing by the Department of Housing and Community Development. A housing development is eligible to be included if it is approved for federal or state subsidy to assist in creating housing that is affordable and the affordable housing units are subject to a long-term use restriction that restricts occupancy to households eligible for low- and moderate-income housing for a specified term. In a rental development, if at least 25% of units are affordable, then all units in the rental development are included on the SHI. The town is currently at approximately 6.8 % affordable housing stock or 564 units when compared to the 8,288 year round housing units counted in the 2010 census.

We discussed sample projects and opportunities including local initiative programs, inclusionary zoning and housing purchase assistance programs.

The local initiative program (sometimes known as a friendly 40b) is a state program that encourages the creation of affordable housing by providing technical assistance to communities and developers who are working to create affordable ownership units and rental opportunities for low and moderate income households. Such units must serve households below 80% of the area median income, the units must be subject to use restrictions to ensure that they remain in a community's affordable housing stock and must be sold or rented on a fair and open basis.

Andrew Delonno talked about inclusionary zoning (IZ) as a tool that links the production of affordable housing to the production of market rate housing. Typical IZ polices either require or encourage new residential developments to make a certain percentage of the housing units affordable to low or moderate income residents.

Housing purchase assistance programs can provide low interest loans and closing cost assistance to qualified applicants who purchase single family houses and condos. Some communities offer rental assistance as well. These programs require income verification to verify eligibility and an enormous amount of record keeping and reporting and would likely need to be contracted out.

Andrew Delonno mentioned a tax title property at 86 Bedford Street that has been condemned and is slated for demolition as a possibility for a private/public partnership project working with an organization like Habitat for Humanity. There would be an RFP process to choose the organization. This would be an opportunity to leverage funds and to create affordable housing. All HHCC homes built since 2000 are deed restricted in perpetuity via the Department of Housing and Community Development (DHCD) Local Initiative Program (LIP) Affordable Housing Deed Rider. This protects affordability in perpetuity, and is part of the process towards counting a unit on a community's DHCD Subsidized Housing Inventory (SHI). It is also a great opportunity for positive community engagement.

Lisa Sullivan will circulate dates for the next meeting, which will take place prior to the Holidays.

The meeting adjourned at 5:10 p.m.