



## Affordable Housing Committee Meeting Minutes

Date: January 5, 2021

Time: 7:00 pm

Location: Remote

**Attendees:** Chairperson, Brian Keating; Clerk, Lora Woodward; Members: John Ladik, Ken Hartlage, Renee D'Argento, Sean McCaffery

**Guests:** Margaret Scarsdale, Select Board; Deb Fountain, MPIT

1. **Call to Order**

7:01pm by Chair, Brian Keating

2. **Acceptance of Minutes of any previous meetings**

John Ladik makes motion to accept the meeting minutes of 12/15; Sean McCaffery seconded. Vote was 6-0. Motion passed.

3. **MPIT budget worksheet – Deborah Fountain**

a. Ken Hartlage reviewed the Master Plan recommendation spreadsheet (see “Alternative Affordable Housing Response sheet\_kh”) with the committee and the following discussions on each recommendation occurred:

- i. 2.10 – Ken suggested moving it to short term; Deb shared that the PB thinks they should be the owner and it should be intermediate.
- ii. 2.3 – mixed use development is not the purview of the AHC, and Ken suggested moving this ownership to the Planning Board.
- iii. 5.1 – completed.
- iv. 5.11 – Ken suggested moving to short term – if there is an inclusionary bylaw then there is no dependency on CPA.
- v. 5.12 – move to short term – Housing Authority director should work with us – Brian said we should reach out to her right away.
- vi. 5.13 – education outreach – AHT could allow for first time homebuyer assistance; we should make realtors and banks aware and develop partnerships – after AHT is set up then move forward.
- vii. 5.14 - Renee work with climate sustainability council – 2010 pilot program in MA for affordable green housing – do we own this item? Municipal grant – they must have a plan in place – move to long-term for AHC – Select Board should be lead.
- viii. 5.15 – roll into 2.10.
- ix. 5.2 – Renee suggested it be short-term and on-going.

- x. 5.3 – no change
  - xi. 5.4 – short/ongoing – we need to build and maintain an inventory of affordable housing units – Brian says that this is a job to monitor and maintain existing affordable housing units – Renee says that property managers do the monitoring and reporting – Brian is bringing up a regulatory – Lora says it should just be a count that the town can easily perform – Sean says the units might be assessed differently – Brian says a “monitoring agent” recalculates the income of the home owners – Deb says the original intent was to have a list of the number of units in town – get a list and maintain a list – remove monitor from the list – Ken is going to rephrase the recommendation
  - xii. 5.5 – move to short/ongoing – Brian says we can start working on this right away.
  - xiii. 5.8 – look for outside assistance in doing this – John suggested this go under the building department – design guidelines should be done by building department – they probably already exist – ZBA enforces existing rules – need clarification here – goes along with 5.14 – Ken says this may have been one of the proposals that we came up with that are more green oriented – suggest this is dropped by AHC – Brian says it is energy – during the RFP tell the developer to use energy star appliances and insulation of R value 33 – stating the energy requirements built into the proposal – we can have this as standard language in the RFPs – Deb said that the PB recommends getting a consultant for design guidelines – Deb says that we talk to the PB about the consultant - universal design – participate in this so the AHC requirements are taken into consideration by the consultant they bring in
  - xiv. 5.9 – move to short – Sean said the procedures are already statutory – is this more of what happens afterward? – have current bylaw match state procurement laws – town council should look at this – town has the option of giving land to departments in the town – need a separate recommendation of the town examining tax title properties for affordable housing – Ken to write something up and circulate it.
- b. John says that if we are asking for money, then we need legal help for the AHT. It looked a lot like bylaw language. We need to have town council review what John put together and if a separate bylaw is needed. We need money to make sure that the warrant article, declaration of trust, and bylaw are reviewed by town council for language and need. Deb said the legal fund may not have enough funds to cover what is coming up. Brian thought it would take 10-15 hours of time. Deb says that the routine review of things that town council would provide comes out of the general fund but above and beyond requests need to be budgeted. Brian sent Deb a draft budget by line item. Let us give Andrew our requests and let him figure it out as he goes through the budget. We should prioritize whatever work needs to get done by FY2021 as it needs to happen by June, also 2021 budget does not have a lot left in it – Deb says if you have something hot, then put it in there for 2021; Our ask of town council: “is what John’s done so far compliant and sufficient? Is it doing enough?”
- c. Deb requested that Brian/Ken send the MPIT stuff in writing back to her. Ken will clean up the spreadsheet and send it to Deb. The budget information needs to be clarified. Deb to send budget info to Ken and Brian and determine if the statements from the original submission still stand. Brian asked, “What is hourly rate of town council?” Deb to get clarity from Andrew. Brian says Andrew said do not give me dollar figures, just

give me your requests. Deb reminded the group that not all of Brian's requests were for legal review but also consultants, like applying to NMCOG for DLTA funds. Deb and Brian to discuss further offline.

- d. Circling back to recommendation 2.10 – Ken shared that the PB statutory obligation is to do planning and zoning for the town. They must be involved. We would be making the recommendation to PB and our timing might be more short term and theirs is long term.
- e. Deb shared that three of the recommendations for the AHC coincide with the Select board's priorities: 2.3, 5.1, 5.14.
- f. Lora asked how entities with the same recommendations are working together. Deb shared the organizations that have the most cross over are the Selectboard, Planning Board, Economic Development, and Town Administrator; some folks are assigning a contact person for specific recommendations and asking their designated that person to work 1-1 with another group's contact and bring back the results to the entire board/committee. Open meeting law would not apply to 1-1 meetings. Lora suggested that the AHC discuss at their next meeting individual leads for each recommendation within the committee and how they might work with the other entities.
- g. Renee asked Brian to send PDFs or Word files when he emails the group in the future.

#### 4. Updates on AHT Action Plan:

- a. *AHT draft warrant article and Declaration of Trust – John*
  - i. Need a municipal attorney to review it; submit it to town council; we as lay people have taken it as far as we can.
- b. *Civic Engagement – Renee*
  - i. Renee consulted with Margaret Scarsdale on the outline on the timing and the details for the first AHC presentation with the Civic Engagement group. The goal is to present the information so that Pepperell residents see themselves as possibly qualifying for affordable housing; Sean said that if we can do all the things we are trying to do it will be better for the town because we are going to have more control; it is the person who hears "affordable housing" and thinks that their housing price will go down that we should be directing our education to; there are friendly and unfriendly 40B developments; Renee says we can limit occupancy of affordable housing up to 70% for town residents.
  - ii. Brian and Renee should talk offline about where can support one another and where there is overlap.
  - iii. The first Civic Engagement meeting with a presentation on Affordable Housing will be at the end of February. the second is going to be more detailed on the affordable housing trust and scheduled for prior to the spring town meeting.
- c. *Pepperell media presentation – Brian*
  - i. Spoke to Ed at Pepperell Community Media; did one video so far.
  - ii. If you go to Pepperell Media, it is on Demand – but access is limited.
  - iii. Renee suggests involving the members that want to be involved; LAN committee had multiple speakers; it makes it more interesting.
  - iv. Brian is also looking to have the screen filled with photos and PowerPoints with a voiceover.
  - v. Brian is going to keep working on the outline and make it more solid.
- d. *Other updates:*

- i. Brian to ask Andrew about submitting the documents John drafted for town council and ask about funding for the 40B training; Brian to register Renee if necessary.
- ii. Sean said that for the next meeting we should look at the Inclusionary Zoning Bylaw and ask ourselves: how much development be affordable (%)? Should there be restrictions? What about alternatives? Should it be incentive based or a requirement? Ken said we have an open space residential development bylaw) – we want to see a minimum; Renee brought up that alternative money may not be used well; It is up to the Affordable Housing Trust Trustees; Sean says let's make sure the things we want for the bylaw are in there for the PB.

**5. Next Meeting**

Set for Tuesday, January 19, at 7:00 p.m.

**6. Adjournment**

Motion to adjourn made by Lora Woodward; Seconded by Sean McCaffery

Voted 6-0; Motion passes unanimously.

Meeting adjourned at 9:18 pm.