



DANVERS AFFORDABLE HOUSING TRUST

TOWN HALL, DANVERS, MASSACHUSETTS 01923
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TOWN MANAGER'S CONFERENCE ROOM

Minutes

February 20, 2019

Danvers Affordable Housing Trust: Gardner Trask, John Alden, Stacey Bernson, Tish Lentine and Carla King

Staff: Susan Fletcher and Francine Butler

Minutes of January 16, 2019

A motion was made, seconded and unanimously voted to approve the minutes of January 16, 2019.

Vacancy on the Trust

Fletcher said she would put out a press release for the vacancy they have with the Trust. She explained that she had done this for the Historic and Preservation Commission, and it worked out well. Alden said that he reached out to Christen Tipert, and she said that she would get back in touch with him. Trask said that he reached out to Bill Nicholson. He thanked them but he declined.

Fletcher said that the person does not need to be an attorney. They do look for different skill sets for people on the Trust.

Trask reminded King that she had not taken out her papers for re-election to the Danvers Housing Authority.

Trask asked Fletcher if she had culled through the talent pool that Bartha had. Fletcher said that she had.

Update to Housing Production Plan

Fletcher said that she and Bernson spoke with Liz Rust and she advised them to wait until the next census for their Housing Production Plan. The Housing Production Plan update will cost as much as the first one which was in the vicinity of \$15,000 to \$20,000. Rust explained that the census is done in 2020. The feds do not finish looking at it until 2021. Then the Department of Housing and Community Development (DHCD) reviews it and

then amends the Subsidized Housing Inventory (SHI) with communities with the new percentages of affordable housing within the community. Rust advised to get the most out of the five years and to wait until 2021 to get the Housing Production Plan approved by the DHCD. If the Town falls below the 10% threshold, they will get an additional five (5) years of protection due to having a Housing Production Plan.

Trask asked what the cost was for a Housing Production Plan the last time. Fletcher said the cost was \$14,000.

Fletcher thought that the background work had been done, but Rust said the cost would still be the same.

Trask said that this came up last night at the Selectmen's meeting. The Land Use and Community Services Department is doing a demographic study. Trask said he asked for this information when it was available to be able to use for the Housing Production Plan.

Fletcher agreed with Rust that it made sense to wait to do the Housing Production Plan to get the maximum for the five years.

King felt that they would be throwing away money if they did the Housing Production Plan now. Trask said that the need the plan registered with the DHCD for protection, and felt if they have protection through 2021-2022, they should be okay.

AFMHP and LIP LAU Proposal from Liz Rust

Fletcher said they received a proposal for Danvers and Peabody. The proposal is from Rust for a marketing plan. This is targeted for the 1-to-2 unit projects. The information in this packet would include a list of people approved by the DHCD to run a lottery. Step-by-step instruction would be provided as to the process for submittal and inclusion on our SHI. Also included would be an Affirmative Fair Housing Marketing Plan template. We would mention the materials that were developed by Rust and her company. The cost is \$1,600 to \$2,300, which would be shared by both communities.

Alden felt they could use this over and over again until it is updated.

Bernson said that if there were changes in the future, they would be minor. This would provide a "how to" for people. Bernson said they spoke to Rust regarding retaining her services. She is the one that suggested doing this.

Fletcher pointed out that they would be involved with small developments. The Town does not have large tracts of land that could be developed.

Alden asked what would happen if the cost started to reach the cap of \$1,600.

Fletcher said that Rust would inform the Trust if the cost was getting close.

Alden moved to accept the proposal to prepare documents to use as samples and boiler-plates up to \$1,600. King seconded the motion. The motion passed by unanimous vote.

Housing Production Plan: New Projects

Fletcher said that this is a placeholder on the agenda.

Alden said that as part of the Housing Production Plan, one of the tools in the toolbox was educational information. He asked if there was a way to try to keep informing developers that the Trust is here and are willing to help them. He would like to try to invite them to consider the affordable aspects of the project.

Fletcher said that she did reach out to Jeremy Lee. He is not going to be the developer of the project. Lee said he would pass on the information regarding the Trust to whoever purchases the property.

Alden asked if it would be in the Trust's interest to send a letter to the Planning Board and ZBA that the Trust is here, and they are willing to support a project. He felt they should try to get the information to the developer as early as possible.

Fletcher felt that they were treading a line. In the new 40R district, it is a requirement that 20% of the development is affordable. If a developer is coming in and it is not a requirement, it is a dance. It can be discussed. It is a thin line as ethical and what appears to be not ethical.

Lentine asked what happened with the project on Cherry Street. Fletcher said that it was determined that there would be a payment of \$7,500 to the Trust.

Fletcher passed out the chart showing the affordable units.

Re-Use of HOME Funds

Alden said that they discussed purchasing an available lot. Since they cannot be the builders, they would have to put out a Request for Proposal (RFP).

Fletcher said that she can start the process with the ZBA as to where they need to start. Alden said they got the map of the lot up near King's Grant. That lot could be a good lot to move along and build a single-family residence.

Fletcher said that she would send the Board both lots that are a possibility. She said she would speak with the Building Inspector. Both of these properties were taken in tax title.

Fletcher said that this may not help them with the HOME funds.

Trask pointed out that they could buy the land without an immediate plan. The RFP would not have to be put out right away. They could put an affordable restriction on the deed immediately.

Alden asked if they could speak with the developer of Locust Street about subsidizing the units at a different percentage rate.

Fletcher said that she would reach out to the developer to see if he wanted to come to the next meeting.

40B Audits

Fletcher said that DHCD looks for reports from a monitoring agent that requirements have been met or the units are removed if they are not living up to the affordable housing restriction. With a 40B project, the monitoring is between the property owner and the DHCD.

Endicott Green is the only property reviewed by CHAPA. All the rest are reviewed by the DHCD. Fletcher said she reached out to Bradlee, and MCO is their monitoring agent. Everything is submitted to the DHCD.

Trask said that he did not know that there was a regulatory requirement to report.

Fletcher said that there was one unit that was up for sale that was affordable at Rose Court. They are all aware of what they have to do.

Trask felt comfortable taking this item off the agenda.

Financial Report

Fletcher told the Board that Community Council still has about \$6,000 to use. They should be coming to the Trust in a month or two.

Alden moved to accept the financial report dated February 11, 2019. Lentine seconded the motion. The motion passed by unanimous vote.

Old Business

Bernson prepared a flyer for the critical care repair program. Bernson told everyone to take a look and comment.

Lentine suggested providing developers with this information down in the Building Inspector's office.

Fletcher felt that people know that the Trust is here. She sees the agendas of other Boards and sees upcoming projects.

Fletcher felt that maybe they should meet with the Planning Board and look at requirements in the three residential districts.

Trask would like to get through the overlay district before approaching this.

Trask thanked Bernson for the flyer.

New Business:

There was no new business to discuss.

Next Meeting Date

The next meeting was scheduled to be held on March 20, 2019.

A motion was made, seconded and unanimously voted to adjourn.

The meeting adjourned at 8:00 p.m.

Tish Lentine, Clerk