

Mar. 10, 2015
West Tisbury Affordable Housing Committee
Minutes

Present: Joanne Scott, Mike Colaneri, Glenn Hearn and Vickie Thurber

Absent with Regrets: Henry Geller, Ernie Mendenhall and Larry Schubert

Also Present: Rhonda Conley and David Vigneault, DCRHA Director and one member of the public

Mike made motion seconded by Vickie to accept the 2/3/15 minutes as written. **VOTE 4 YES 0 NO**

Announcements and Correspondence

Membership: Julie Sierputowski resigned from the committee. This leaves a vacate member at large position open.

Island Housing Trust Letter and Hartley Letter: Rhonda composed the letters but forgot to bring to the meeting. Will present at next meeting.

New Business

Job Classification: Joanne explained that Rhonda has went to the Personnel Board to inquire about the her being an administrative assistant while other boards who are similar to her position are administrator. The Personnel Board has to put an appeal process together. Rhonda and Joanne will review and make the necessary changes that reflect the actual work performed to the job description used for classification and attend the Personnel Board's appeal meeting.

Dowd Deed Change and Refinance: Rhonda presented the scenario of the situation. Elizabeth Dowd has an affordable property purchased in 2003. She is under a deed rider monitored by CHAPA. Ms. Dowd would like to add her longtime partner, John Simon Warren to the deed. She also wishes to refinance the home with Mr. Warren as the mortgagee. After reviewing the deed rider Rhonda was unable to find any guidance as to who can be added to a deed and how this should be handled as the committee has never had this proposed change before now. The committee asked Rhonda and David to make contact with CHAPA about the handling of this as CHAPA is the monitoring agent. The committee discussed this deed change possibility and how it could affect the reality of a home being owned by a non-qualified homeowner. The committee also asked Rhonda to inform the loaning bank and Ms. Dowd.

State Forest Land: Joanne stated that she has approached Legislative liaison Madden about the possibility of using state Forest for affordable housing. Phillippe Jordi, IHT Ex. Director also was on board with this request. The committee discussed this with members feeling this was not something they wish to pursue. Joanne stated she will pursue as a West Tisbury resident.

Pending Business

Fire Station Lot: Vigneault explained the land disposition of town owned property. He specifically referred to how the Sepiessa property was handled. After the RFP was decided and developer was chosen a land disposition/development agreement is signed for the development of the property and a ground lease is signed for a term of years on the property. Then the developer puts out an RFP for the management of the property once it is developed.

The RFP for development of the property was discussed and how it should be handled. ***Mike made a motion, seconded by Vickie that after the RFP points of the development are completed that Bailey***

Boyd and Associates be contacted to consult and write up the RFP if they can meet the procurement rules and do the job for under \$5,000.00. VOTE 4 YES 0 NO

Following are the decisions agreed upon for the RFP:

1. Number of Bedrooms-18 in all
2. Number of Apartments-mix of 1's, 2's and 3's
3. Building Criteria-can be stick, modular, etc. following the strength codes of West Tisbury
Green construction will be given consideration
4. Building envelopes and plot lines supplied
5. Property Transfer- Ground Lease will be required
6. Wells, septic electric-specs will be supplied, electric will get bids for hookup
7. Landscaping-finish grade and landscaping plan to be approved by the AHC
8. Property Transfer-Lease
9. Apartment applicants qualifications-80% or below median income, local preference
10. Permitting-developers responsibly
11. Type of Restriction on the Property-Perpetual
12. Deed Rider-AHC has first Right of Refusal
13. Road-Specs provided with developer completing road
14. Developer Selection Criteria-Low Cost, Reputation/experience, Readiness to proceed, etc.
15. Comparative Criteria-Construction experience, Strength of development team, Financial capacity, Project discussion/Cost proposals, Affordability levels, Ability to work with government and our committee, Ability to incorporate "Green Construction" elements.
16. Logistical Details of RFP-Handled by Consultant with the AHC kept informed
17. ADA/Accessibility- Universal access with consideration of MASS Architect Board Certification (accessible)
18. Building Features- No specifics on roofing, siding, finishes, flooring, walls, fixtures, cabinets
Appliances to be supplied are washer/dryer hookups, refrigerator, stove and heating

Mike made a motion, seconded by Vickie to approve of the points above for the RFP for the Fire Station Lot. VOTE 4 YES 0 NO

RFP points still to cover:

1. Will there be a lease fee
2. Term of lease
3. Financing contributions from the AHT
4. Will the design plan require a review
5. Road material

Greene Refinance: In lawyers' hands waiting for closing.

Flanders Resale: paperwork completed and reviewed. Discrepancy found in amounts on permitted Mortgage Agreement and Certificate of Approval. Committee approved \$100,000.00.

Welles Property: Mike stated that it is time to contact the Welles again about selling the property. Mike spoke with John Powers of Board of Health who stated that 4 bedrooms should be allowed on the land. He believes can borrow flow from the town owner park next door. Mike stated that the Historic society said that the buildings can come down but must meet with them and receive approval for new dwelling. Mike said that the Welles are looking for market rate value.

Adjourned at 8:30PM

The next meeting will be Mar. 24, 2015 in the Howes House at 7PM

The next Affordable Housing Trust meeting will be Mar. 24, 2015 in the Howes House at 7:15PM

Respectfully submitted by Rhonda Conley