

Nov. 24, 2020
West Tisbury Affordable Housing Committee
Minutes

Present: Mike Colaneri, Ted Jochsberger, Larry Schubert and Susan Silk

Also Present: John Abrams (South Mountain Company), Matt Coffey (South Mountain Company), Rhonda Conley, Philippe Jordi (Island Housing Trust Ex. Director), James Klingensmith, Keith McGuire (Island Housing Trust) and David Vigneault (Dukes County Regional Housing Authority Director)

NEW MEMBER: Jochsberger introduced Klingensmith as a possible new member. Klingensmith stated he believed that affordable housing is an important issue. He was asked to observe the meeting.

ONGOING BUSINESS

South Mountain MVC-DRI 462 M4 (see attached): Abrams and Coffey from the South Mountain Company discussed their project they wish to do with the money set aside in the Martha's Vineyard Commission decision. The MVC-DRI conditions on approval stated "South Mountain Company will contribute a total of \$150,000.00 in cash and/or pro-bono services will be donated to one or more affordable housing project(s) in West Tisbury". The project South Mountain wishes to create is on 3 acres and consists of 4 one bedroom units. Two units will be employee rental units up to 140% of AMI. Two units will be sold to eligible purchasers at 80% of AMI through a lottery. This project in its preliminary plan will have to be approved by MVC.

Minutes: Schubert made a motion seconded by Silk to approve the Nov. 10, 2020 minutes as written.
VOTE 4 YES 0 NO

ONGOING BUSINESS

299 Old County Rd.: Conley stated that she had received the loan papers and the appraisal/inspection documents. Town counsel has the refinancing of 299 Old County Rd. papers ready for signing. ***Silk made a motion seconded by Schubert to have the refinancing papers signed. VOTE 4 YES 0 NO***
16 Old Courthouse Rd.: Jordi stated that IHT counsel is reviewing the ground lease. McGuire said the cost for the project has increased due to the price of materials. Jordi also stated that the IHT hopes to receive a grant of \$100,000.00 through the Dept. of Housing & Community Development **2021 Housing Choice Capital Grant Application**. He asked that the committee sign a letter of support. ***Silk made a motion seconded by Schubert to support IHT's application for the grant (see attached).***

VOTE 4 YES 0 NO

CPC Support Letters: Ted made some changes to the letters of support and signed. (See attached).

DCRHA Update: Vigneault stated that the DCRHA CPC request is for \$60,000.00. They are presently utilizing \$40,000.00 on the Rental Assistance Program in West Tisbury. He explained that there are tenants out there but not landlords that will participate.

Vigneault also told the committee the monitoring of an affordable home in Co-housing had been a problem over several years and he is hoping that a resale goes through. DCRHA may be taking legal action on this problematic homeowner. He also is giving up the co-housing monitoring of affordable homes for West Tisbury.

UPDATES

89 Pin Oak Circle: No report

124 Pine Tree Rd: No report

Housing Bank: Tabled for future meeting.

NEW BUSINESS

Glossary of Acronyms: Silk asked that a glossary of various acronyms, such as DHCD, used by the committee be created. Conley will work on this as she can. She would like input from anyone with acronyms they wish described.

New Member: Conley stated that the Board of Health representative is open. Klingensmith will need to visit the Board of Health and ask to become their representative.

Silk made a motion seconded by Schubert to accept Klingensmith as the representative for the Board of Health to the Affordable Housing Committee once appointed by the Board of Health.

VOTE 4 YES 0 NO

Oak Bluffs Request: As South Mountain Company is already started preliminary work on a project (see above) the funds from them would not be available for the Oak Bluffs project. Conley was asked to prepare a letter to Mark Leonard telling him the funds would not be available.

ONGOING BUSINESS

Properties

Lambert's Cove: Silk would like to take on the Lambert's Cove town property again. She would like a copy of Feller's design sketch. She would like to reach out to islanders for support.

Luck: Schubert spoke with the Building Inspector about the buildability of the lot. He was told that unless someone wanted to build on it no decision on its buildability was determined. Schubert will ask the Selectmen to have the Building Inspector spend the time to decide buildability of this lot.

Letter of Agreement; Conley was asked to present a clean copy at the next meeting for review and possible approval.

Adjourned at 7:40 PM

The next meeting will be Dec. 8, 2020 on zoom (see agenda on town website).

Attachments:

See MVC Decision DRI 462 M4 South Mountain Company at MVC Website under DRI

Housing Choice Small Town Capital Grant Program – FY2021

Old Court House Road Rental Apartments – West Tisbury

Here is the link to the online application: <https://www.mass.gov/forms/housing-choice-small-town-capital-grant-program-application>

14. Description of the proposed project

The Town of West Tisbury has a population of less than 7,000, has not received an FY 2020 grant, has conducted an ADA Self Evaluation, and certifies that no housing moratoria is in effect. The Town would like to make funds available as a grant to the non-profit Island Housing Trust Corporation (IHT), a state certified Community Development Corporation, to further the town's goal of increasing affordable

housing on publicly owned land. The Town has entered into a Land Transfer Agreement dated 10/23/19 for the purposes of entering into a ground lease with IHT to construct 2 rental apartments on town

owned land at 16 Old Court House Road in West Tisbury. The Project is a unique opportunity to create needed rental housing for residents earning 80% and 100% or less of the area median income.

The Project has secured site control, local matching funds and financing, and permitting to start construction as earlier as the spring of 2021 in order to be completed and occupied in the winter of 2022. The Housing Choice Small Town Capital Grant request for \$100,000 fills the last funding gap in an otherwise fully funded project, including \$220,000 in West Tisbury CPA, \$250,000 in mortgage financing, and \$200,000 in IHT private fundraising.

The Project meets or exceeds the Commonwealth's Sustainable Development Principles, including: Advance Equity – the Project is inclusive of community planning and decision making from the Town of West Tisbury Housing Production Plan (HPP); Making Efficient Decision - project secured a special permit from the West Tisbury Planning Board under the Town's multi-family zoning by-law; Protect Land and Ecosystems – the Project will use denitrofication septic system; Use Natural Resources Wisely - the Project conserves natural resources by reducing use of land, energy, and water; Expanding Housing Opportunities - the Project will create 2 rental units serving households earning 80% and 100% or less of AMI; Promote Clean Energy - the Project will utilize green, energy efficient, and healthy building methods that meet or exceed DHCD's Construction/ Rehabilitation Guidelines and Energy Star and National Energy Five Star certified.

Upload a copy of the Land Disposition Agreement, MV Bank financing letter, IHT CITC award letter, and West Tisbury CPC grant award.

14.a \$100,000 - Grant Amount Requested

14b. Upload - Project Budget

15 Describe the project need here - why is this capital project important to your Town?

This project will address the critical need for affordable housing identified by the Town of West Tisbury. The Town of West Tisbury's adopted Housing Production Plan (HPP) identifies the need to achieve its required 10% State Housing Inventory (SHI) by creating 114 additional units of affordable housing. In order to satisfy the deficiency, the Town has focused on affordable housing strategies in various manners including developing new bylaws that permit higher density's and funding viable project with non-profits, like the IHT, and others worked to develop multiple projects. See attached West Tisbury HPP. This project funding will directly support the Town of West Tisbury's goal of creating needed affordable housing

16. Provide Description of the Project Readiness here

The Project has secured site control, local matching funds and financing, and permitting to start construction as earlier as the spring of 2021 in order to be completed and occupied in the winter of

2022. The Housing Choice Small Town Capital Grant request for \$100,000 fills the last funding gap in an otherwise fully funded project, including \$220,000 in West Tisbury CPA, \$250,000 in mortgage financing, and \$200,000 in IHT private fundraising.

17. Provide Description of the Project Financial Feasibility here

19b. Project related to or supports housing.

This project will create 2 permanently affordable rental apartments on public land owned and ground leased by the Town of West Tisbury to the Island Housing Trust. The project addresses the critical need for affordable housing identified by the Town of West Tisbury. The Town of West Tisbury's adopted Housing Production Plan (HPP) identifies the need to achieve its required 10% State Housing Inventory (SHI) by creating 114 additional units of affordable housing.



TOWN OF WEST TISBURY
AFFORDABLE HOUSING COMMITTEE
P. O. Box 278
West Tisbury MA 02575-0278
508-696-0102
affordhouse@westtisbury-ma.gov

Nov. 24, 2020
Community Preservation Committee
P.O.Box 278
West Tisbury, MA 02575

Dear Community Preservation Committee:

This letter is written to support the application for funding by the Island Autism Group and the Island Housing Trust for the Island Autism Center and Neighborhood project. The Committee believes this is a worthwhile and important project that will well serve the residents of West Tisbury and other residents of Martha's Vineyard Community. We are particularly supportive of the provision for affordable housing for the community of Autistic residents of the Island.

Sincerely,

Michael Colaneri

Ted Jochsberger

Co-chairs, West Tisbury Affordable Housing Committee



TOWN OF WEST TISBURY
AFFORDABLE HOUSING COMMITTEE
P. O. Box 278
West Tisbury MA 02575-0278
508-696-0102
affordhouse@westtisbury-ma.gov

Nov. 24, 2020
Community Preservation Committee
P.O. Box 278
West Tisbury, MA 02575

Dear Community Preservation Committee:

This letter is written to support the application for funding for the Dukes County Regional Housing Authority Rental Assistance Program. This program is of immeasurable help to lower income Island residents who could not continue to live on the Island without it.

Sincerely,

Michael Colaneri,

Ted Jochsberger

Co-chairs

West Tisbury Affordable Housing Committee

**Affordable Home Rental Report to West Tisbury Affordable Housing Committee
By Monitor of such Homes**

This **Report** Agreement made this ____ day of ____, ____ between the **Monitor Agent** _____ at _____, acting by and through its members and the West Tisbury Affordable Housing Committee (WTAHC), P.O. Box 278, West Tisbury, MA 02575, acting by and through the Town of West Tisbury Board of Selectmen.

When through the activities of the Town and/or the Martha's Vineyard Commission (MVC) building lots/homes become available for lease or sale **or are being monitored through a covenant** by the **Monitoring Agent** _____ to persons or families of low or moderate income levels and

WTAHC has developed **guidelines** for eligibility, resales, repurchases, rentals or other restraints on alienation and duration of such restraints;

The Monitoring Agent recognizes that the Town zoning bylaw states under Zoning Bylaw Article 4.4 that the WTAHC "...subject to the terms and limitations of a covenant imposed by the Affordable Housing Committee ...pursuant to the provisions of St. 2004, c 445, at the sole discretion of the WTAHC..." To this matter the WTAHC set Guidelines to the following:

1. The use of the property to one dwelling, which shall be the owner's primary residence;
2. The maximum allowable rental time per year;
3. The rental guidelines and exceptions, if any

If the Monitoring Agent wishes to allow rental of these affordable homes they must comply with **Article 4.4 Housing WTAHC guidelines and shall report any rental of affordable homes under a covenant they monitor to WTAHC.**

The following information shall be provided to WTAHC **through a Rental Form (See Appendix A):**

Rental Criteria **(Explanation why rental allowed and length)**

Rental History **(when last rented and length)**

Terms of rental agreement **(through an application form, etc.)**

Rental Amount

Income level of rental **(Income levels are based on Department of Housing and Community Development (DHCD). Income tables provided by DHCD yearly)**

Homeowner name

Phone

Physical Address of said home

Mailing Address

Homeowner income qualification level

Size of home (number of bedrooms)

Name of Eligible Renter

Mailing Address of Renter

Renter income level

All these items may be covered in the homeowner's application for rental permission. (See Appendix A)

3.-**The Monitoring Agent** and WTAHC agree any home being rented has been rented according to all rental eligibility **guidelines** established by WTAHC

4. Dukes County Regional Housing Authority (DCRHA) has supplied and reviewed a **Renter** eligibility application **and** DCRHA has determined the renter's eligibility income level.
5. Rentals of the affordable homes shall not exceed one year. **Exception to exceed one year shall be reviewed and determined by the WTAHC.**
6. WTAHC has the right to review and revoke rentals that do not meet rental guidelines as well as set a time limit on the rental.

The Monitoring Agent and WTAHC agree that all rentals including those previously rented before this agreement shall be reviewed once a year. The status of such shall be reported to WTAHC by June 30th of each year. Those presently being rented at the signing of this agreement shall be reported immediately and shall be ~~or~~ placed in compliance with the WTAHC rental guidelines.

IN WITNESS WHEREOF, the parties have executed this **Affordable Home Rental Report Agreement** as of the day and year first above written.

Monitoring Agent

By its Executive Director
As duly authorized by the members

West Tisbury Affordable Housing Committee

By its Chairperson/Duly authorized signatory

Rental Request Application-Form
West Tisbury Affordable Housing Committee
P.O. Box 274
West Tisbury, MA 02575
508-696-0100 ext. 121
affordhouse@westtisbury-ma.gov

This form is to be used by all affordable homeowners/monitoring agents who wish to rent a deed restricted home.

Rental Request Form should be completed by the homeowner or monitoring agent and reported to the West Tisbury Affordable Housing Committee. Make sure the form is signed. Completed applications should be mailed or delivered to the monitoring agent listed in your deed rider **and/or** to the West Tisbury Affordable Housing Committee. **Town Hall is open 8:30 A.M. to 4:30 P.M. You may also email the completed application to the email address above.**

Name of Homeowner/ Applicant _____

Street Address _____ Mailing Address _____

Town _____ ST. ___ Map (number) ___ Lot (number) _____

Phone _____ Registry of Deeds Book _____ Page _____

Homeowner Income Qualification Level (this will be found within the deed rider. _____
Size of Home (number of bedrooms) _____

Reason for Request _____ Rental History (if applies) _____

Proposed Rental Amount _____

Name of Eligible Renter _____ Renter Income Level _____

Mailing Address of proposed Eligible Renter _____

Has Renter been Income Qualified as defined by Dukes County Regional Housing Authority? (Proof required)

Yes ___ No ___ If not rental will not be approved

Required Documents to be included; (other Documents may be required):

a) Proposed Lease (including rent and term)

b) **A letter of renter's eligibility from DCRHA.**

Homeowner/Monitoring Agent's signature

Date