

West Tisbury Affordable Housing Committee

July 11, 2023 Minutes

Approved 09/12/2023

Present: (in person) Jeffrey DuBard, Wanda Blake Higgins, (via Zoom) Amy Upton, Bill Veno (MVC), Kanta Lipsky, Shanelle Deleon (AHC EDG), Laura Silber, (MVC), Ivory Littleton, David Vigneault (DCRHA)

Absent: Simon Bollin, Michael Colaneri, Julius Lowe

Once quorum had been achieved Jeffrey DuBard calls the meeting to order at 6:50 pm. by requesting a motion to begin the meeting: Amy Upton 1st, Ivory Littleton 2nd, Approved by all.

Invoices: An invoice from Reynolds, Rappaport, Kaplan, and Hackney, LLC in the amount of \$324.25 including an outstanding balance of \$44.25 from invoice 04/30/2023 was presented. **A motion to approve payment of \$324.25 was made by Jeffrey Dubard: Amy Upton 1st Ivory Littleton 2nd, Approved by all.**

The minutes of 06/27/2023 were approved by Ivory Littleton 1st, Kanta Lipsky 2nd, Approve by all.

ADU Accessory Dwelling Units: The committee proceeds to continue the review of the ADU Guidelines presented by Laura Silber, MV Commission from page 4 beginning with:

RENTER. Laura states: The language should read: Renter is required to an eligible household and the use of the dwelling be PRIMARY residence, not permanent residence and request that the language be changed everywhere PERMANENT RESIDENCE reads be changes to PRIMARY RESIDENCE. According to the *West Tisbury Affordable Housing Guidelines in section* The Accessory Dwelling Guidelines actually defines what a **Primary Residence** means.

FORGIVABLE LOAN and RENTAL REQUIREMENTS;

We have agreed to have a **10-year Forgivable Loan** instead of a Grant. We must provide accurate language describing the metrics by which the funds will be allotted (by the Program Administrator) and outline the distribution of those funds to be sure the project gets completed, including architectural engineering, consultations, administration, etc. **Jefrey clarifies:** The Program Administrator will be the one who coordinates the Predevelopment Costs. **Laura states:** Like TRI the loan will be issued to the home owner by the town of West Tisbury. You will have to execute paperwork including language that says it is a forgivable loan, also. **(sidebar)** Once this ADU Guidelines document is completed, it should be brought to the West Tisbury Town Council with all supporting documents including Zoning Bylaw Section 4.4-4 A1 and 4.4-4 A 3 for review and approval before it goes to the voters, who will want to see the details clearly defined.

FORGIVABLE LOAN REPAYMENT TERMS:

If home is sold before 10 anniversary the owner must notify the WTAHC at least (30) days prior to sale to arrange payment of the remainder of the loan. Insert Forgivable Loan repayment terms and language from TRI in this location of the ADU Guidelines, the 4.4-4 A 1 and A 3 section of Zoning Bylaws which refers to the exclusion of seasonal employees.

ELIGIBLE HOUSEHOLD, RECERTIFICATION, and RENTAL RATE: Although WTAHC will be hiring a full time Program Administrator, DCRHA will be doing the income qualification of applicants with a fee arrangement TBA at a later date from applicants vetted through the WTAHC, keeping in mind that the owner may choose a tenant. David Vigneault should place the correct wording to **Rental Rate** Guidelines. **Laura explains:** Our mandate under the guidelines is the WTAHC and DCRHA will decide annually and vote on what the service range will be. **Laura further suggests:** language that says, " Rental Rate shall not exceed the maximum median income for a service range of the program as determined by the West Tisbury Affordable Housing Committee and Dukes County Regional Housing Authority annually". And then refer back to where that's memorialized as stated in the WTAHC Guidelines. **UTILITIES:** (we've decided to put a pin in this section and refer to the WT Town Council on the wording). **Meanwhile: David Vigneault** is working on separately metered utilities and he's still in the process of getting the current 2023 Utilities Allowances from Dukes County HAC and HUD list and suggest using the Novogradac. There will be a Max rent with Utilities included

and a Max rent w/o Utilities included. Have David Vigneault and other experts available to speak at WT Town Meeting or provide a statement explaining the details of the qualifications/utilities/amortizations.

David Vigneault, Laura Silber, and WTAHC: all agree to remove the entire section in Rental Rate that begins – If the Owner is unable....

OCCUPANCY: Owner commits to providing housing to an eligible tenant of their selection upon completion.

SHORT TERM RENTAL: will stand as is with the removal of the language the states: - "Owner shall not advertise any part of their ADU... or equivalent". **David states: we add the language, very clearly, the ADU Program is a year-round program only,** which exempts short term right of the bat. **Amy adds: No subletting.**

Laura adds: replace the words Short Term *Provisions* with Short Term *Prohibitions*

PROGRAM APPLICATION and APPLICATION PROCESSING: **Jefrey states: in reference to the Program Administrator should have some control of administrating the Program** - Application deadline should be decided by the Program Administrator, so (for now) remove the (30) days deadline **Laura and Amy state:** Include adding an Application check list. **Laura insists:** removing the last line the Program Application that reads – "**These guidelines are subject to change...etc. upon the Applicant**" (because it's likely illegal to make that statement), and furthermore Town Council will not approve. In fact, remove all of the lines in Program Application that read - "**All aspects of the ADU* Program... etc. upon the Application**".

RELEASE OF FUNDS: **Jefrey** wants to keep as is stands to ensure fiscal responsibility. **Laura adds language** "WTAHC will review and approve the release of funds as recommended by the Program Administrator" and recommends removing the current lines. **Jefrey accepts and all agree.**

OTHER: All agree to replace Other with **Deed Restrictions and** remove the line that reads – "**This restriction will guarantee ... etc. attainable year-round housing**".

PROGRAM ADMINISTRATOR: Remains as is " An RFP will be released by the WTAHC to select a Program Administrator

At 8:125 pm a motion the adjourn was made by Jeffrey DuBard, Amy 2nd all in favor.