



Setti D. Warren
Mayor

Barney Heath
Director
Planning & Development

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CD Programs Manager
Planning & Development

Members

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CITY OF NEWTON

Planning and Development Board

AGENDA

DATE: **Monday, April 3, 2017**
TIME: **7:00 p.m.**
PLACE: **Newton City Hall, Room 204**

1. **Minutes:** Approve minutes from the March 13, 2017
2. **Discussion/Vote:** Draft FY18 Annual Action Plan
3. **Discussion:** CAN-DO/Metro West Collaborative Affiliation
4. **Next Meetings:**
 - April 4, 2017 at 7:30 p.m., Joint Land-Use/Planning & Development Board Meeting
 - April 12, 2017 at 7:45 p.m., Zoning and Planning (ZAP) Meeting-Zoning Redesign Pattern Book presentation (*Attendance not required*)
 - May 1, 2017 at 7:30 p.m., Planning & Development Board
 - May 8, 2017 at 7:45 p.m., Zoning and Planning (ZAP) – Public Hearing on Stanton Avenue Rezoning
 - May 11, 2017 at 7:00 p.m., Joint CPC/ Planning & Development Board Public Hearing – 236 Auburn Street Project at the Senior Center (*Tentative*)

The location of this meeting is wheelchair accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA/Sec. 504 Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.



To: Members of the Newton Planning and Development Board
From: Suneeth John, President CAN-DO and Metro West Collaborative Development
Date: March 29, 2017

On January 1, 2017 CAN-DO and Metro West Collaborative Development became affiliates. The two organizations continue to exist as independent entities, and each maintain their 501(c)3 status, but have interlocked boards of directors.

Because the organizations remain independent the ownership structure of CAN-DO properties remains unchanged. Similarly, donors and supporters of CAN-DO efforts may continue to contribute to CAN-DO knowing that their contributions remain in Newton promoting affordable housing in Newton.

CAN-DO will cease to have employees effective April 1, 2017. All executive, financial and programmatic staffing will be provided by Metro West CD under a management agreement.

Short term goals for the organizations:

- 1) With support from the West Metro HOME Consortium the Board of Directors is participating in a 4-month training process with third party consultants to collectively understand the roles and responsibilities of a non-profit that undertakes and manages real estate.
- 2) A full analysis of the existing CAN-DO portfolio including assessing any capital needs, tenancy issues, and current methods of operations. This analysis will include meeting with funders and non-profit partners.
- 3) Facilitating a project at 236 Auburn Street that can be fully supported, funded and permitted by the City of Newton.

The leadership of both organizations feel that this affiliation is in the best interest of both organizations for their long-term sustainability. We look forward to working with you in the coming months and years.

Management Contract
Between CAN-DO and Metro West Collaborative Development

The below services begin January 1, 2017 and may be altered or terminated upon 30-day notice by either party. The Transition Period for the purposes of this contract is January 1, 2017 through August 1, 2017.

Property Management

Metro West CD with assistance from Josephine McNeil through the Transition Period will provide staff on behalf of CAN-DO and shall be responsible for the day to day operations of CAN-DO rental properties. This shall include:

- Collection of rent effective 2/1/17
- Responding to tenant questions and complaints
- Conducting annual income certifications
- Coordinating inspections with funders as necessary
- Coordination with Fitzimmons Contracting for property maintenance activities within the budget established by the CAN-DO Board of Directors
- Communication with other partners, including The Second Step, Newton Wellesley Weston, and third party vendors as necessary
- Preparation of required reports from third parties such as CEDAC and DHCD

Project Management

Metro West CD shall provide staff on behalf of CAN-DO to do project management in collaboration with Josephine McNeil through the Transition Period for:

- The Auburn Street project
- The completion of Cambria Rd. and
- Pre-development efforts on new projects

Administration

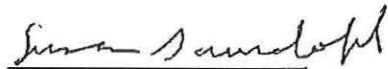
Metro West CD shall provide staff on behalf of CAN-DO as are necessary to ensure CAN-DO's compliance with federal, state and local accounting guidelines, affordable housing covenants and other regulations as may be required to maintain its 501(c)3 non-profit corporate status. Functions will include: bookkeeping, accounting, Executive and Administrative, fundraising, etc. Jennifer Van Campen, Executive Director of Metro West shall, from the date of execution through April 1, 2017 shall provide services as Executive Director – Elect of CAN-DO, and from April 1, 2017 forward shall be Executive Director of CAN-DO. Josephine McNeil shall remain as Executive Director of CAN-DO through April 1, 2017, and shall thereafter through the end of the Transition Period shall be Executive Director Emeritus.

During the period between the date of execution and through April 1, 2017, the Executive Director-Elect and the Executive Director shall both have authority, individually, to represent CAN-DO in accordance with the following:

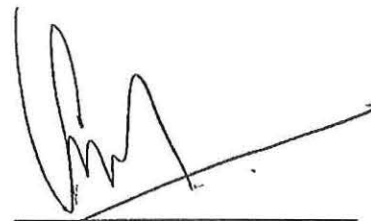
- 1) As Executive Director-Elect through April 1, 2017 Jennifer Van Campen shall be made aware of and kept apprised of administrative and executive decisions and actions that affect the budget, programs or real estate activities of CAN-DO. As Executive Director after April 1, 2017 Jennifer Van Campen shall have signing authority for all documents relating to CAN-DO as to which an Executive Director is authorized to sign. The CAN-DO Board shall confirm such authority in a duly adopted resolution.
- 2) As Executive Director through April 1, 2017, Josephine McNeil shall have authority as to which an Executive Director is authorized to sign to execute all documents on behalf of CAN-DO relating to Taft Ave., Cambria Rd., the Gala, and all normal operations functions relating to CAN-DO's operations.

All services will be provided as needed and Metro West CD will be reimbursed for time and materials and an overhead charge of 20%. Metro West CD will maintain a class in QuickBooks called "CAN-DO" so that all activity is easily reported.

Accepted by:



President
CAN-DO



President
Metro West CD



Setti D. Warren
Mayor

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Barney S. Heath
Director

MEMORANDUM

To: Planning and Development Board
From: Nathan Robinson, Housing Planner
Date: March 31, 2017
Re: CAN-DO and Metro West Collaborative Development Affiliation

Background

Since 1994, CAN-DO (Citizens for Affordable Housing in Newton Development Organization) has operated as nonprofit, Community Housing Development Organization (CHDO), creating affordable housing opportunities for low-income families in Newton. CAN-DO is one of three CHDOs in the West Metro HOME Consortium along with Metro West Collaborative Development and South Middlesex Opportunity Council (SMOC).

In anticipation of the retirement of CAN-DO's long-time executive director, Josephine McNeil, in 2017 CAN-DO and Metro West Collaborative Development formalized an organizational affiliation that will allow CAN-DO to remain an independent nonprofit in Newton. Through the affiliation, both organizations remain separate legal entities, with their missions unchanged, but they are now directed by a single board of directors. Under the affiliation, staffing for both organizations is now provided by Metro West Collaborative Development under a management contract between the two organizations.

Suneeth John and Bart Lloyd will be discussing the affiliation with Planning Development and Board. Mr. John is now the president of the board of directors for the organizations and was the president of Metro West Collaborative Development prior to the affiliation. Mr. Lloyd is a board member for both organizations and was on the board of directors of CAN-DO prior to the affiliation.

Enclosures: Memorandum from Suneeth John, President, CAN-DO and Metro West Collaborative Development; Management Contract, CAN-DO and Metro West Collaborative Development; CAN-DO and Metro West Collaborative Development

