



NEWTON AFFORDABLE HOUSING TRUST AGENDA

April 10, 2023 at 4:00 P.M.
Room 204, Newton City Hall

Ruthanne Fuller
Mayor

Barney S. Heath
Director of Planning and
Development

NEWTON AFFORDABLE HOUSING TRUST

Ann Houston, Chair
Peter Sargent, Vice Chair
Mayor Ruthanne Fuller
Councilor Alicia Bowman
Tamirirashe Gambiza
Jason Korb
Judy Weber

Staff
Lara Kritzer
Community Preservation
Program Manager
lkritzer@newtonma.gov
617-796-1144

The Newton Affordable Housing Trust (NAHT) will hold this meeting as a hybrid meeting.

To view and participate in this meeting virtually on your phone, download the “Zoom Cloud Meetings” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the following Meeting ID: **81746445870**

To join this meeting on your computer, go to:
<https://us02web.zoom.us/j/81746445870>

One tap mobile: +13017158592,,81746445870#

- 1) Introductions
- 2) Status update on the City’s Existing Housing Projects and Initiatives
- 3) Discussion of Trust’s Priorities for the type of projects to be funded, including whether the Trust will fund pre-development proposals
- 4) Review Application process and establish deadlines
- 5) Discussion on publicizing Affordable Housing Trust Program
- 6) Update on Village Center Overlay District status and Review of Incentives for Greater Levels of Affordability memo
- 7) Review and Approval of Draft Minutes for November 17, 2022 and January 11, 2023
- 8) Schedule additional meetings for July – December 2023
- 9) Other

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Newton, MA 02459
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Newton Affordable Housing Trust

Meeting Materials

for April 10, 2023

Status update on the City's Existing Housing Projects and Initiatives

The attached spreadsheet is based on the information that Eamon and I presented at last month's meeting. I plan to include this with the monthly meeting materials going forward and will update the spreadsheet with the City's affordable housing projects and known potential projects before each meeting. If anyone has any questions on a specific project or has a potential project that they would like me to add, please let me know.

Discussion of Trust's Priorities for the type of projects to be funded, including whether the Trust will fund pre-development proposals

This discussion item was raised at a previous meeting – does the Trust want to establish priorities for the type of projects that it would like to see submitted for funding? This question has come up with our first anticipated application which may be submitted to request funding to rehabilitate and restore an existing affordable housing facility. The focus to date has been on development but there are many other projects that were previously funded with CPA housing funds that covered pre-development, rehabilitation, etc. While I do not think we can prohibit future applicants from applying for funding for projects that are not a priority, it would be helpful to be able to give guidance to future applicants if there are strong feelings on how future funds should be spent.

Review Application process and establish deadlines

One thing which was not discussed during our application process review was deadlines. With our first application possibly coming in in the next few weeks, I wanted to check in with members to see how much time they would like to have to review projects before the meeting. Most review committees have application deadlines that are two to three weeks before the meeting – this allows us to give reasonable public notice for any interested parties as well. In the case of the Trust, there is no legislative requirement for when applications need to be submitted or noticed, so we have flexibility in establishing a predictable deadline that works for everyone.

Discussion on publicizing Affordable Housing Trust Program

This item was briefly discussed at the last meeting and continued to allow more time to consider the question. Jason Korb had made the suggestion that the Trust should consider what publicity to do to make developers and other interested parties aware that there are funds available for use. Members briefly discussed at the last meeting whether to do any publicity and if so, how and where that work should be done.

Update on Village Center Overlay District status and Review of Incentives for Greater Levels of Affordability memo

Attached for review and discussion is the memo on the Village Center Overlay District project's Incentives for Greater Levels of Affordability which was shared with the Housing Partnership in

March. The Planning Department also expects to have updated legislation for the zoning changes before the end of April which I will send out when available.

Review and Approval of Draft Minutes for November 17, 2022 and January 11, 2023

Both sets have been previously sent out and have had initial edits made. I've attached them here as well in case anyone has not had a chance to see them yet.

Schedule additional meetings for July – December 2023

Our May meeting is the last one scheduled at this time. The following dates are suggested based on our past meeting schedule – all starting in Room 204 at 4pm. Please take a look at your calendars before the meeting as we can revise the schedule on Monday if needed.

Thursday, July 20

Thursday, September 21

Thursday, November 16

Current and Proposed Affordable Housing Projects

Fiscal Year	Project Title	Project Summary	CPA Funding	CDBG Funding	HOME Funding	NAHT Funding	Notes on Progress
FY21	Coleman House Senior Housing Preservation	Rehabilitate and restore the thirty year old building which includes 146 senior affordable (below 50% AMI) units. Work included a complete restoration of the existing building and its mechanical systems as well as rehabbing all units and community areas to meet 2Life's adaptable design standards and all accessibility requirements.	\$4,214,622	\$400,000	\$948,519	NA	Work in progress - CPA funding expended up to 10% hold back. Project completion was originally planned for Winter 2023.
FY19, FY21	Golda Meir House Senior Housing Expansion (Stanton Avenue)	Construct two new additions to the existing 2Life Communities facility to create 57 new units of senior affordable housing with 9 units designed for chronically homeless individuals.	\$4,494,857	\$0	\$255,143	NA	Work in progress - CPA funding expended up to 10% hold back. Project anticipated to be complete February 2023.
FY19, FY21	Haywood House Senior Housing Development	Construct new building with 55 new units of affordable senior housing, three of which will be fully accessible and four of which are designed for households that are homeless or at risk of homelessness.	\$3,077,900	\$956,000	\$0	NA	Project nearing completion and occupancy but this week had sprinkler damage to 18 units which are working to remediate at this time.
FY04, FY06, FY09, FY14, FY15	Newton HOMEBUYER ASSISTANCE Program, Phases 1-5	Provide downpayment assistance to low- and moderate-income households for purchasing a home in Newton, in return for restrictions keeping those homes affordable to households at these income levels in perpetuity.	\$3,209,050	\$0	\$0	NA	No funding applicants at this time.
FY22	Nonantum Village Senior Housing Preservation	Support, preserve and restore the permanently affordable senior housing facility's 34 one-bedroom units by using CPA funding to repair and replace the roof and siding, install new insulation, and replace the existing HVAC system with a new and more energy efficient system.	\$500,000	\$100,000	\$0	NA	Roof work complete and anticipate in-unit HVAC system installation complete by end of January 2023. Common Area HVAC work delayed by supply chain issues. Property also received a grant from Mass DEP for new solar with storage installation
FY23	OPUS - 2 Life Communities	Middle Income Senior Housing Development adjacent to Coleman House.	NA	NA	NA	NA	To date, no funding requested from City sources.
FY23/24 REQUESTED	Warren House Renovations and Restoration Project	Funding requested to restore/replace windows and masonry on significant historic structure and includes 59 units, 21 of which are affordable at 50% AMI. 6 of these units are expiring in 2023.	TBD	NA	NA	TBD	ANTICIPATED FUNDING REQUEST ONLY - \$2.1 million for CPC and Trust funds each in April/May 2024
FY22	West Newton Armory Affordable Housing Development	Convert the former Armory building into new development with 43 units of intergenerational affordable (below 60% AMI) housing which includes 5 fully accessible units. Also restoring original building for office and community space	\$3,000,000	\$930,000	\$340,000	NA	CPA funding approved in July 2022. ZBA approved project on 1/11/23.
Project Totals			\$18,496,429	\$2,386,000	\$1,543,662	\$0	



Ruthanne Fuller
Mayor

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Barney S. Heath
Director

MEMORANDUM

DATE: March 17, 2023

TO: Lizbeth Heyer, Chair, Newton Housing Partnership (NHP)
Members of the Newton Housing Partnership

FROM: Barney Heath, Director, Department of Planning and Development
Jennifer Caira, Deputy Director Department of Planning and Development
Zachery LeMel, Chief of Long Range Planning

RE: **Village Center Overlay District (VCOD) – Incentives for Greater Levels of Affordability**
As part of the overall village center zoning effort, Planning staff are recommending a policy to incentivize greater levels of affordability within new housing and mixed-use projects through a bonus to building height and massing.

MEETING: March 21, 2023

Village Center Zoning

Under the direction and guidance of the Newton City Council Zoning and Planning Committee (ZAP), Planning staff drafted [“version 1.0” of the Village Center Overlay District \(VCOD\) Zoning Ordinance](#). This first draft builds upon nearly two years of research, analysis, City Council deliberation, and community engagement. The VCOD zoning is tailored to complement each village center, while also guiding development that addresses Newton’s current and future needs.

Incentivizing Affordability in Newton’s Village Centers

Throughout the village center zoning process Planning staff have heard from the City Council, Boards & Commissions, and community members about the desire to increase affordability within new development. With this guiding principle, Planning staff, City consultants, and members of the Newton Housing Partnership (NHP) undertook an analysis to understand if providing a by-right increase in building height and massing could incentivize more affordable units within the proposed VCOD. The following information summarizes the results of that analysis and resulting policy recommendation.

Incentive Allowance

	Village Center 3 District (VC3)			Village Center 2 District (VC2)		
Allowance (max)	Base Condition	Option 1	Option 2	Base Condition	Option 1	Option 2
Height (stories)	4.5	5.5 (+1)	6.5 (+2)	3.5	4.5 (+1)	5.5 (+2)
Building Footprint (sq ft)	15,000	17,500 (+2,500)		10,000	12,500 (+2,500)	

Summary of Initial Findings from Test Fits

	Village Center 3 District (VC3)			Village Center 2 District (VC2)		
	Base Condition	Option 1	Option 2	Base Condition	Option 1	Option 2
Height (stories)	4.5	5.5	6.5	3.5	4.5	5.5
Building Footprint (sq ft) *	12,847	16,801	16,801	6,544	11,043	11,043
Total Square Feet	55,249	89,164	105,124	23,940	51,870	62,843
Total Units	48	82	98	24	52	63
Affordable Units	8	24	33	4	15	22
% Affordable	17.5%	30%	34%	17%	30%	35%

* The maximum footprint is based on actual properties in Newton, compliant with all VCOD zoning

This initial analysis is based on a rental property development. The VC3 option includes ground floor retail, while the VC2 option is fully residential. Additional information on the analysis, including initial pro forma input ranges and sites used for the test fits, can be found in Attachment A.

Policy Recommendation

	Village Center 3 (VC3) & Village Center 2 (VC2) Districts		
	Base Condition	Option 1	Option 2
Height Bonus (stories)	N/A	+ 1	+ 2
Building Footprint Bonus (sq ft)	N/A	+ 2,500	+ 2,500
Required Affordable Units (min)	17.5%	25%	30%
Required AMI for Bonus Affordable Units (average)	65%		

Next Steps

Planning staff look forward to a discussion with the NHP regarding this material and hope the NHP will vote to endorse this policy recommendation in advance of presenting this material to the City Council at the March 27, 2023 ZAP Committee meeting.

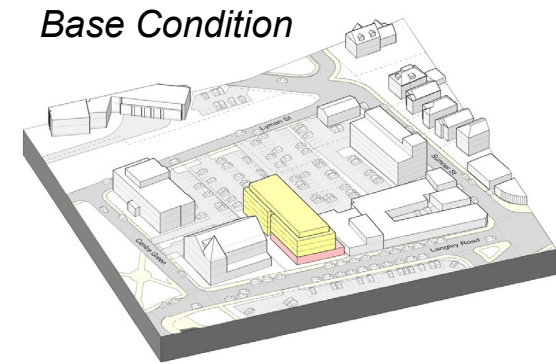
Attachments

Attachment A Test Fits for Additional Affordability Requirements within the VCOD

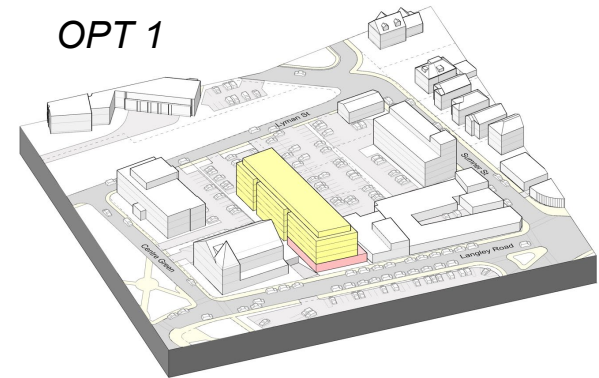
Three Options to Test – VC3

Lot Area (sf)	35,900		
	VC3		
	Base Condition: Retail & Housing (4.5 stories)	OPT 1: Retail & Housing (5.5 stories)	OPT 2: Retail & Housing (6.5 stories)
Building Footprint (sf)	12,847	16,801	16,801
Retail Area (sf)	7,370	7,370	7,370
Housing Area (sf)	47,886	82,242	97,565
Housing # of units	48	82	98
Total Area (sf)	55,256	89,612	104,935
FAR	1.54	2.50	2.92
Rqd Parking: Retail Store (Exempt)	0	0	0
Rqd Parking: Housing 0.75 per unit	36	--	--
Rqd Parking: Housing 0.5 per unit	--	41	49
Total Rqd Parking	36	41	49
Actual # of Surface Parking Spaces	36	19	19
Actual # of Underground Parking Spaces	0	22	30
Actual # of Total Parking Spaces	36	41	49

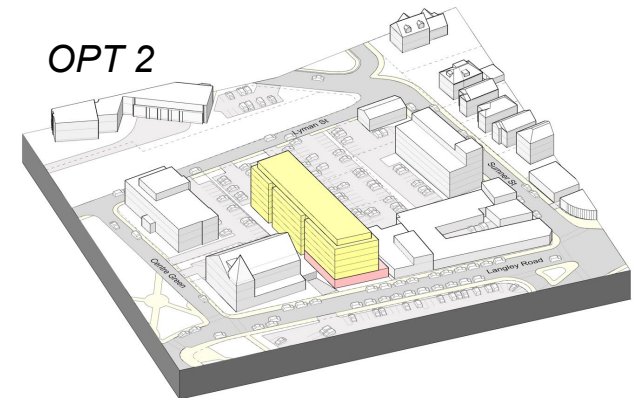
Base Condition



OPT 1



OPT 2



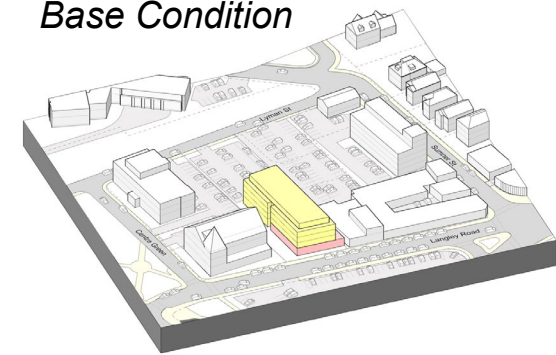
Initial Findings – VC3

The following table was created by adding a floor of development to each scenario but keeping the “value created” for the developer constant, to determine how many additional affordable units could be supported above the base condition

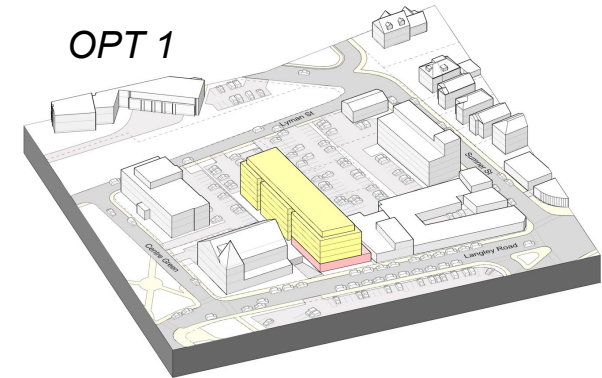
	Base Condition	OPT 1	OPT 2
Floors	4.5	5.5	6.5
FAR	1.54	2.50	2.92
Square Feet	55,249	89,164	105,124
Total Units	48	82	98
Affordable Units	8	24	33
Affordable Percentage	17.5%	30.0%	34.0%
Increase in Affordable Units		16	25
Increase in Market Units		18	25
Affordable Percentage of Bonus Units		48%	50%

Return on Cost	6.12%	5.55%	5.39%
Net Operating Income	\$ 1,500,000	\$ 2,200,000	\$ 2,600,000
Value Created	\$ 9,100,000	\$ 9,500,000	\$ 9,400,000

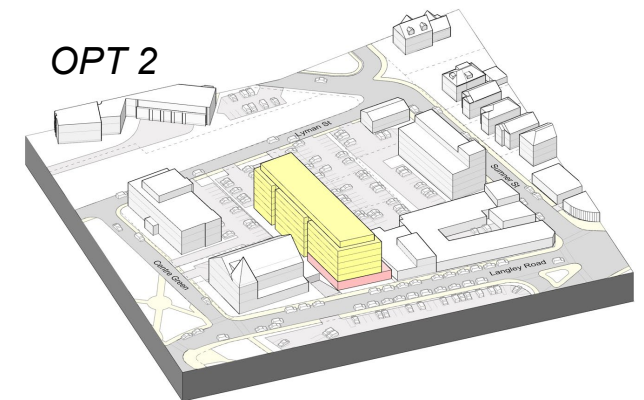
Base Condition



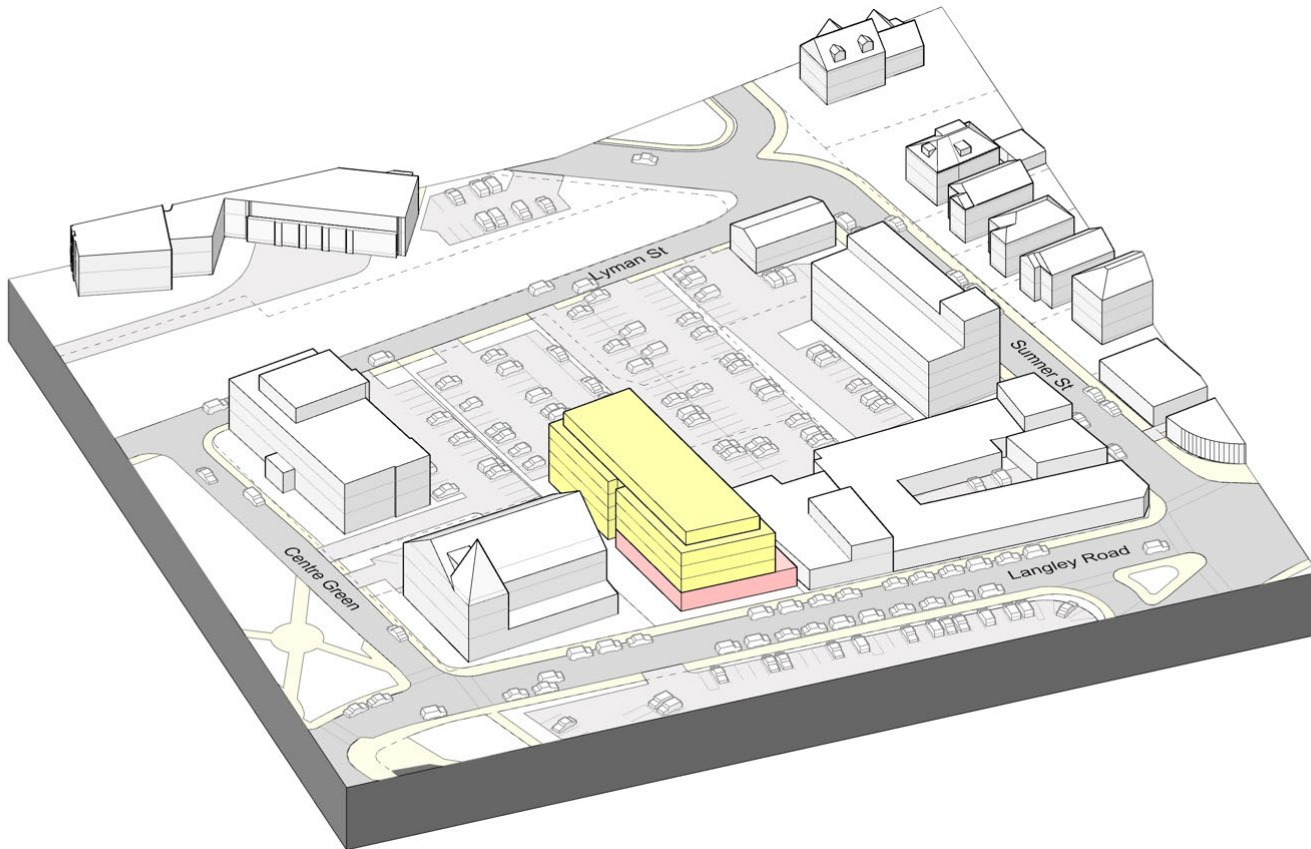
OPT 1



OPT 2

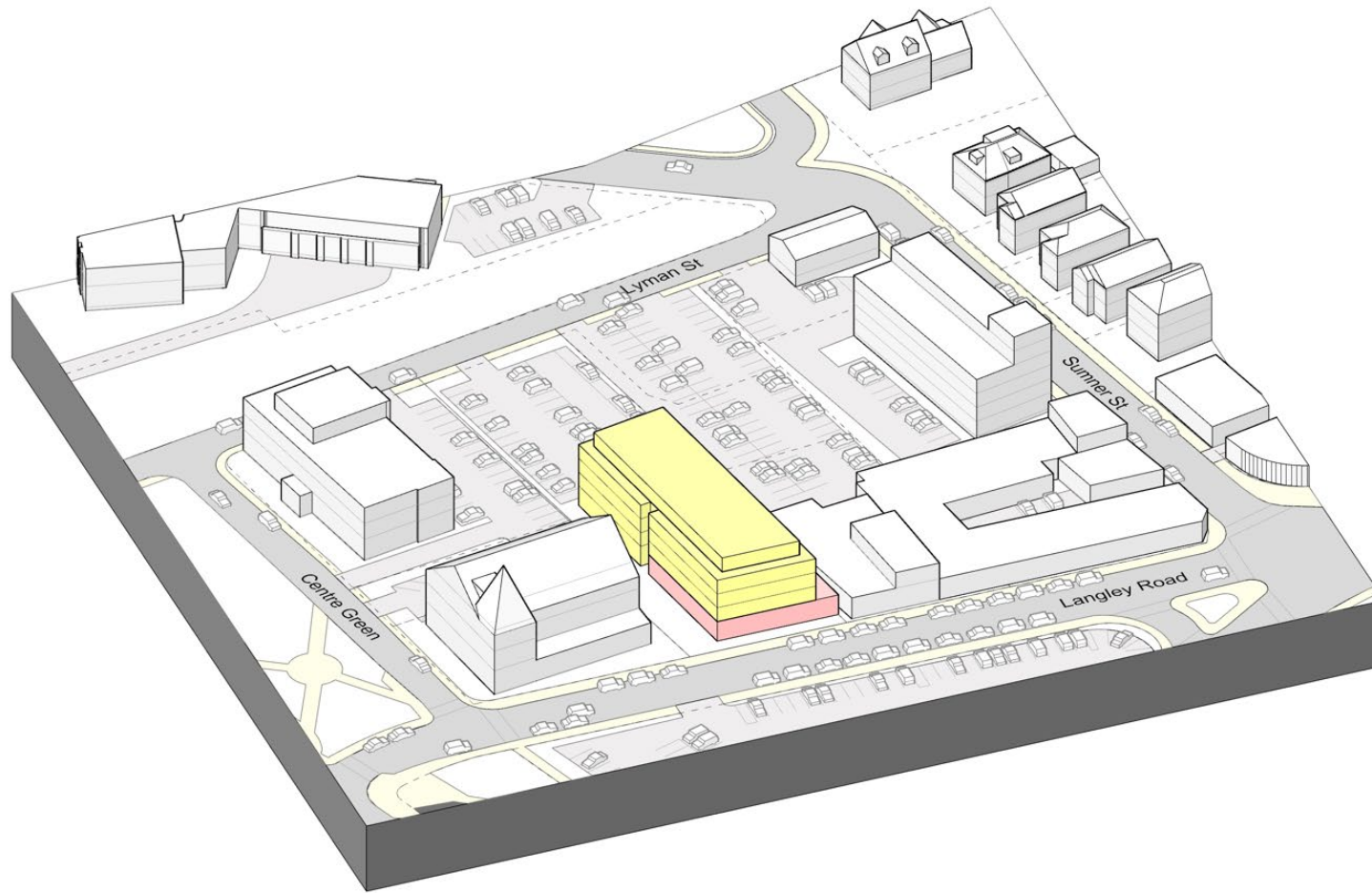


Base Condition VC3 – 4.5 Stories



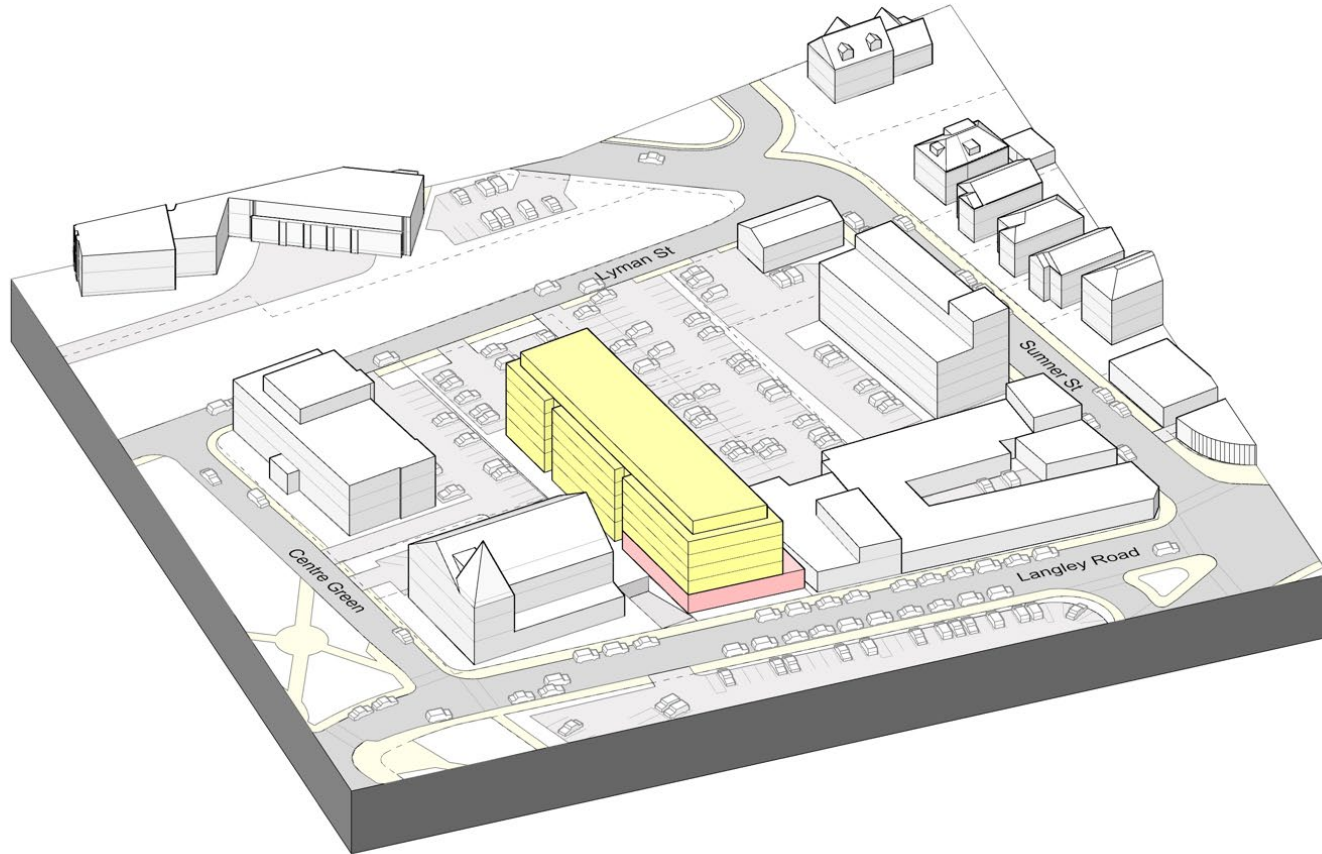
	Base Condition: Retail & Housing (4.5 stories)
Building Footprint (sf)	12,847
Retail Area (sf)	7,370
Housing Area (sf)	47,886
Housing # of units	48
Total Area (sf)	55,256
FAR	1.54
Rqd Parking: Retail Store (Exempt)	0
Rqd Parking: Housing 0.75 per unit	36
Rqd Parking: Housing 0.5 per unit	--
Total Rqd Parking	36
Actual # of Surface Parking Spaces	36
Actual # of Underground Parking Spaces	0
Actual # of Total Parking Spaces	36

Base Condition VC3 – 4.5 Stories



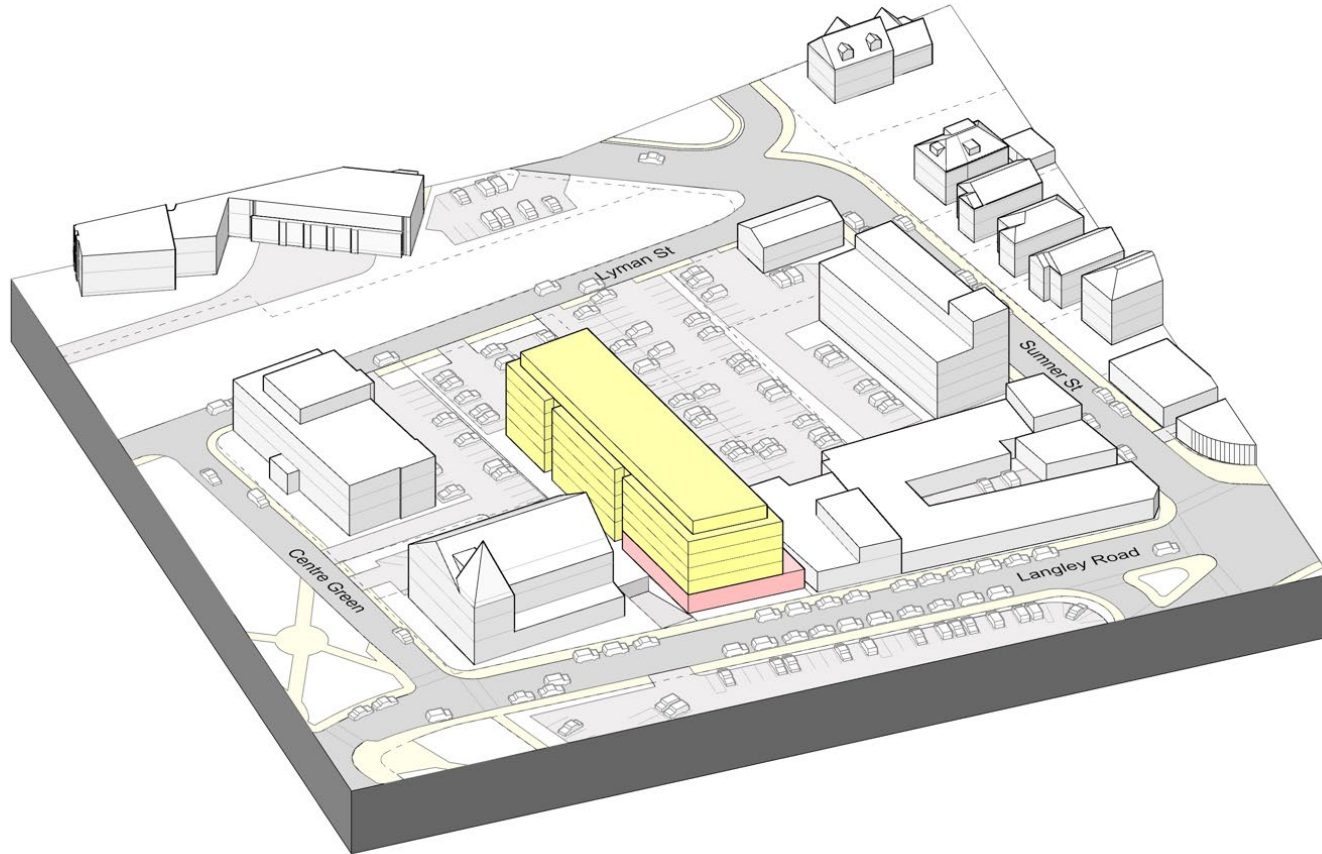
Scenario	4.5 Stories
	Retail & Housing
	Surface Parking
Site (Acres)	0.82
FAR	1.54
Total Units	48
Affordability %	17.5%
Affordable Units	8.40
Average Unit Size	798
Residential Efficiency	80%
Total GSF (building only)	55,249
Parking Ratio	0.75
Parking Cost	\$ 5,000
Residential Rent/SF	\$ 4.60
AMI %	65%
Affordable Rent/SF	\$ 1.76
Commercial Rent	\$ 42.00
Hard Cost (Includes Fit out)	\$ 315.00
Soft Cost/Site	25%
Land Cost (per land foot)	\$ 85.00
Total Cost/GSF	\$ 452
Parking fee (per space per	\$ -
Cap Rate	4.50%
Return on Cost	6.12%
Surplus/Shortfall	\$ 9,100,000

Bonus Option #1 VC3 – 5.5 Stories



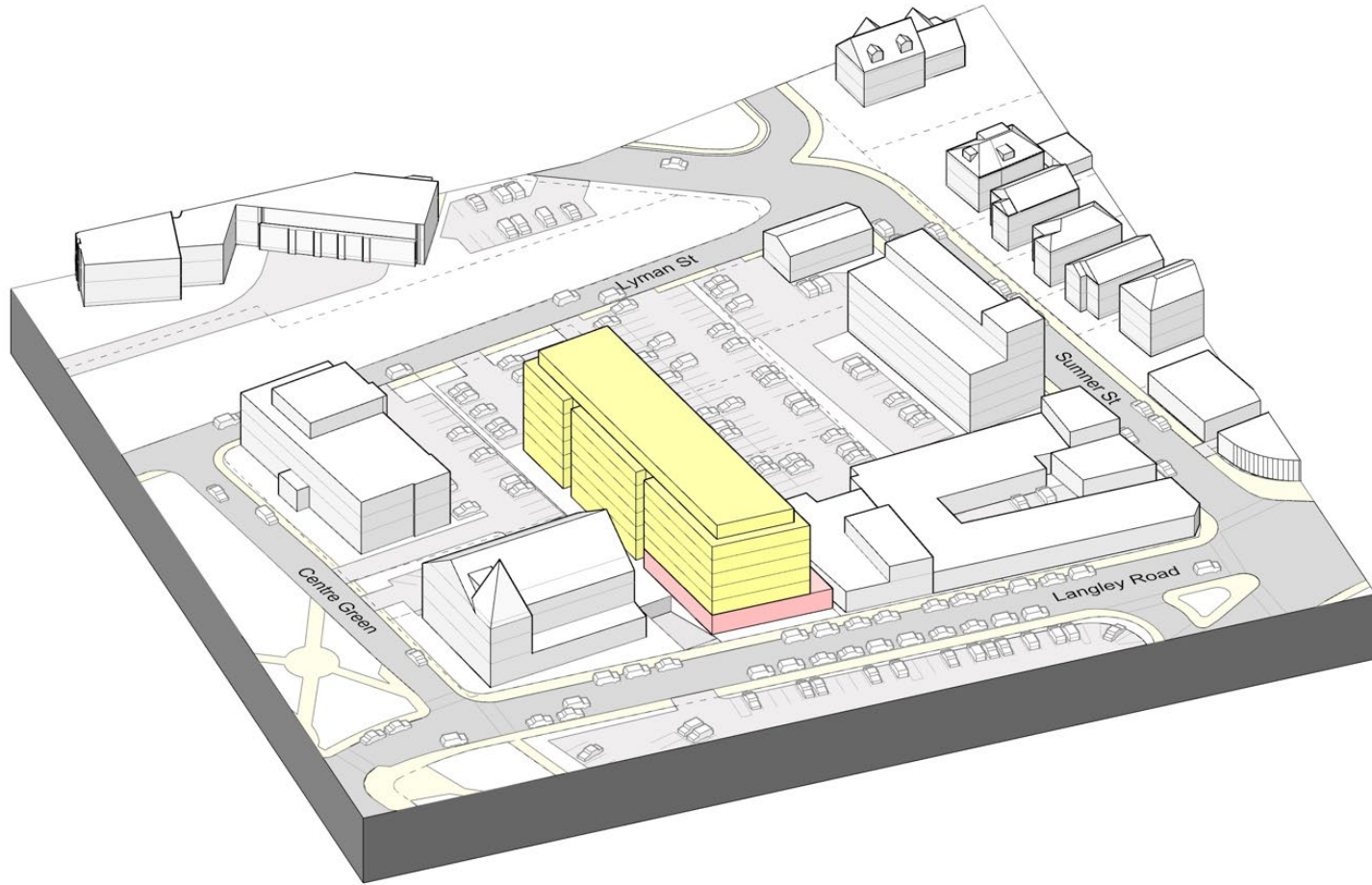
	OPT 1: Retail & Housing (5.5 stories)
Building Footprint (sf)	16,801
Retail Area (sf)	7,370
Housing Area (sf)	82,242
Housing # of units	82
Total Area (sf)	89,612
FAR	2.50
Rqd Parking: Retail Store (Exempt)	0
Rqd Parking: Housing 0.75 per unit	--
Rqd Parking: Housing 0.5 per unit	41
Total Rqd Parking	41
Actual # of Surface Parking Spaces	19
Actual # of Underground Parking Spaces	22
Actual # of Total Parking Spaces	41

Bonus Option #1 VC3 – 5.5 Stories



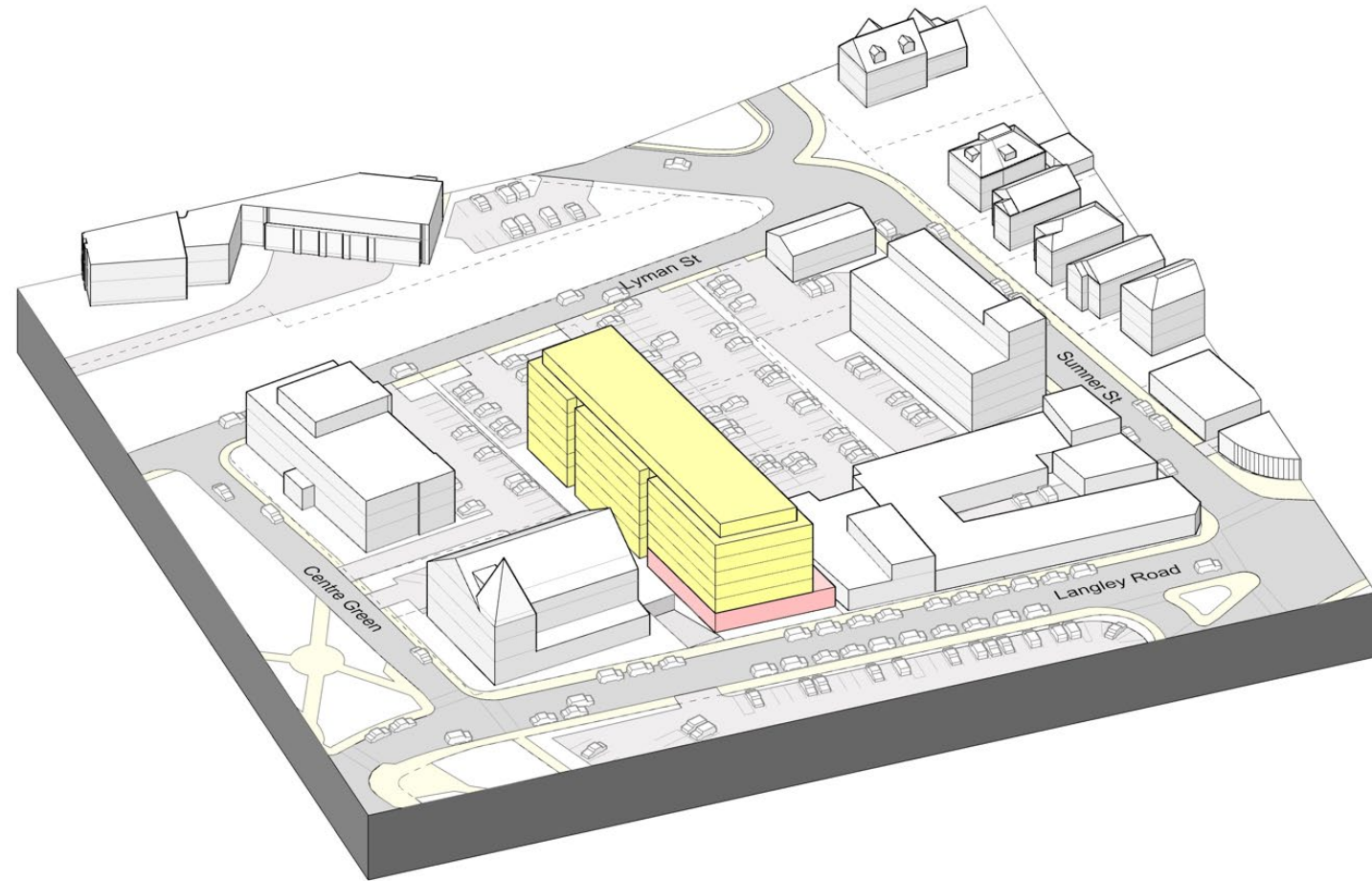
Scenario	5.5 Stories
	Retail & Housing
	Surface/Underground
Site (Acres)	0.82
FAR	2.50
Total Units	82
Affordability %	30.0%
Affordable Units	24.60
Average Unit Size	798
Residential Efficiency	80%
Total GSF (building only)	89,164
Parking Ratio	0.50
Parking Cost (podium)	\$ 57,250
Residential Rent/SF	4.60
AMI %	65%
Affordable Rent/SF	\$ 1.76
Commercial Rent	\$ 42.00
Hard Cost (Includes Fit out)	315.00
Soft Cost/Site	25%
Land Cost (per land foot)	85.00
Total Cost/GSF	\$ 454
Parking fee (per space per month)	50.00
Cap Rate	4.50%
NOI/Cost	5.55%
Surplus/Shortfall	\$ 9,500,000

Bonus Option #2 VC3 – 6.5 Stories



	OPT 2: Retail & Housing (6.5 stories)
Building Footprint (sf)	16,801
Retail Area (sf)	7,370
Housing Area (sf)	97,565
Housing # of units	98
Total Area (sf)	104,935
FAR	2.92
Rqd Parking: Retail Store (Exempt)	0
Rqd Parking: Housing 0.75 per unit	--
Rqd Parking: Housing 0.5 per unit	49
Total Rqd Parking	49
Actual # of Surface Parking Spaces	19
Actual # of Underground Parking Spaces	30
Actual # of Total Parking Spaces	49

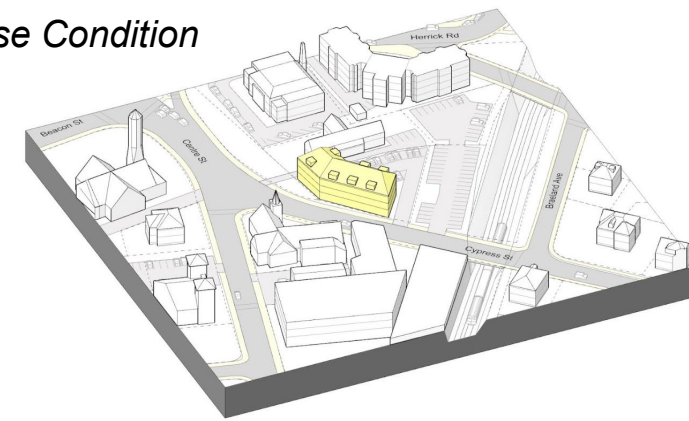
Bonus Option #2 VC3 – 6.5 Stories



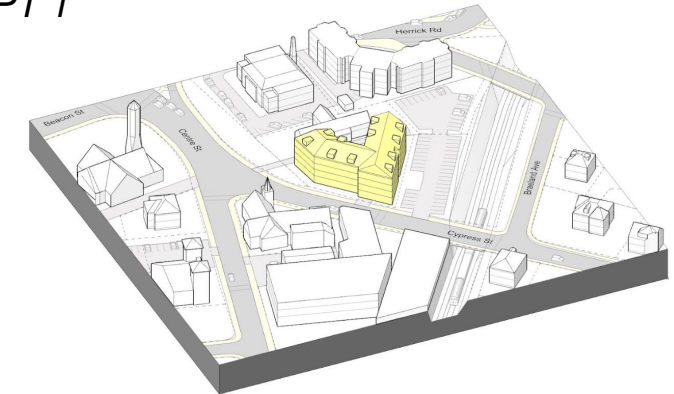
Scenario	6.5 Stories
	Retail & Housing
	Surface/Underground
Site (Acres)	0.83
FAR	2.92
Total Units	98
Affordability %	34.0%
Affordable Units	33.32
Average Unit Size	798
Residential Efficiency	80%
Total GSF (building only)	105,124
Parking Ratio	0.50
Parking Cost (podium)	\$ 63,900
Residential Rent/SF	4.60
AMI %	65%
Affordable Rent/SF	\$ 1.76
Commercial Rent	\$ 42.00
Hard Cost (Includes Fit out)	315.00
Soft Cost/Site	25%
Land Cost (per land foot)	85.00
Total Cost/GSF	\$ 453
Parking fee (per space per	50.00
Cap Rate	4.50%
NOI/Cost	5.39%
Surplus/Shortfall	\$ 9,400,000

Three Options to Test – VC2

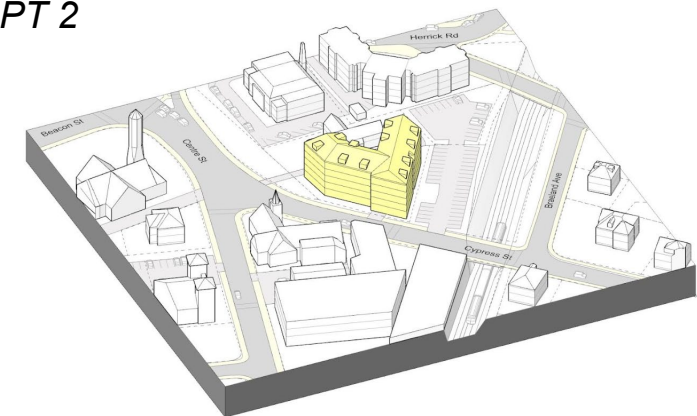
Base Condition



OPT 1



OPT 2



Lot Area (sf)	18,035		
	VC2		
	Base Condition: Housing (3.5 stories)	OPT 1: Housing (4.5 stories)	OPT 2: Housing (5.5 stories)
Building Footprint (sf)	6,544	11,043	11,043
Housing Area (sf)	23,995	51,534	62,577
Housing # of units	24	52	63
Total Area (sf)	23,995	51,534	62,577
FAR	1.33	2.86	3.47
Rqd Parking: Housing 0.75 per unit	18	--	--
Rqd Parking: Housing 0.5 per unit	--	26	31
Total Rqd Parking	18	26	31
Actual # of Surface Parking Spaces	16	0	0
Actual # of Underground Parking Spaces	0	26	27
Actual # of Total Parking Spaces	16	26	27

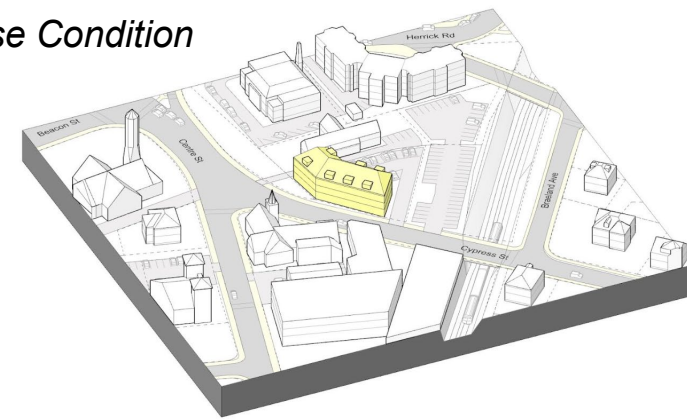
Initial Findings - VC2

The following table was created by adding a floor of development to each scenario but keeping the “value created” for the developer constant, to determine how many additional affordable units could be supported above the base condition

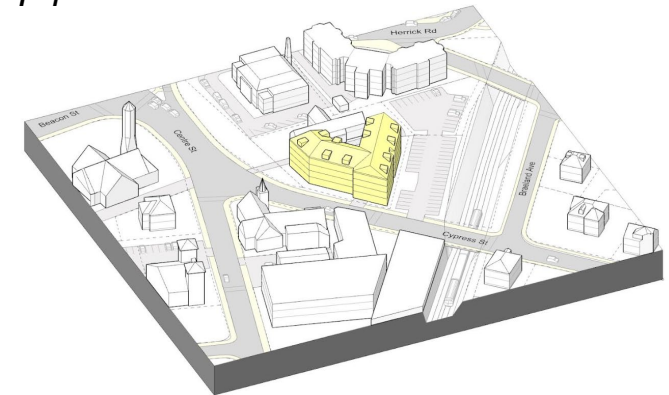
	Base Condition	OPT 1	OPT 2
Floors	3.5	4.5	5.5
FAR	1.33	2.86	3.47
Square Feet	23,940	51,870	62,843
Total Units	24	52	63
Affordable Units	4	15	22
Affordable Percentage	17.5%	30.0%	35.0%
Increase in Affordable Units		11	18
Increase in Market Units		17	21
Affordable Percentage of Bonus Units		41%	46%

Return on Cost	5.86%	5.18%	5.04%
Net Operating Income	\$ 700,000	\$ 1,300,000	\$ 1,500,000
Value Created	\$ 3,400,000	\$ 3,700,000	\$ 3,500,000

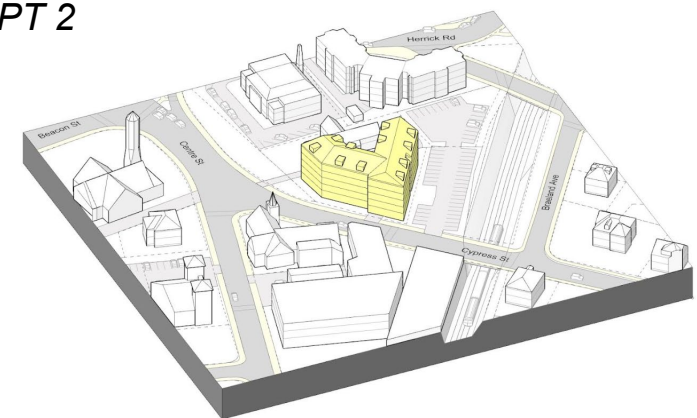
Base Condition



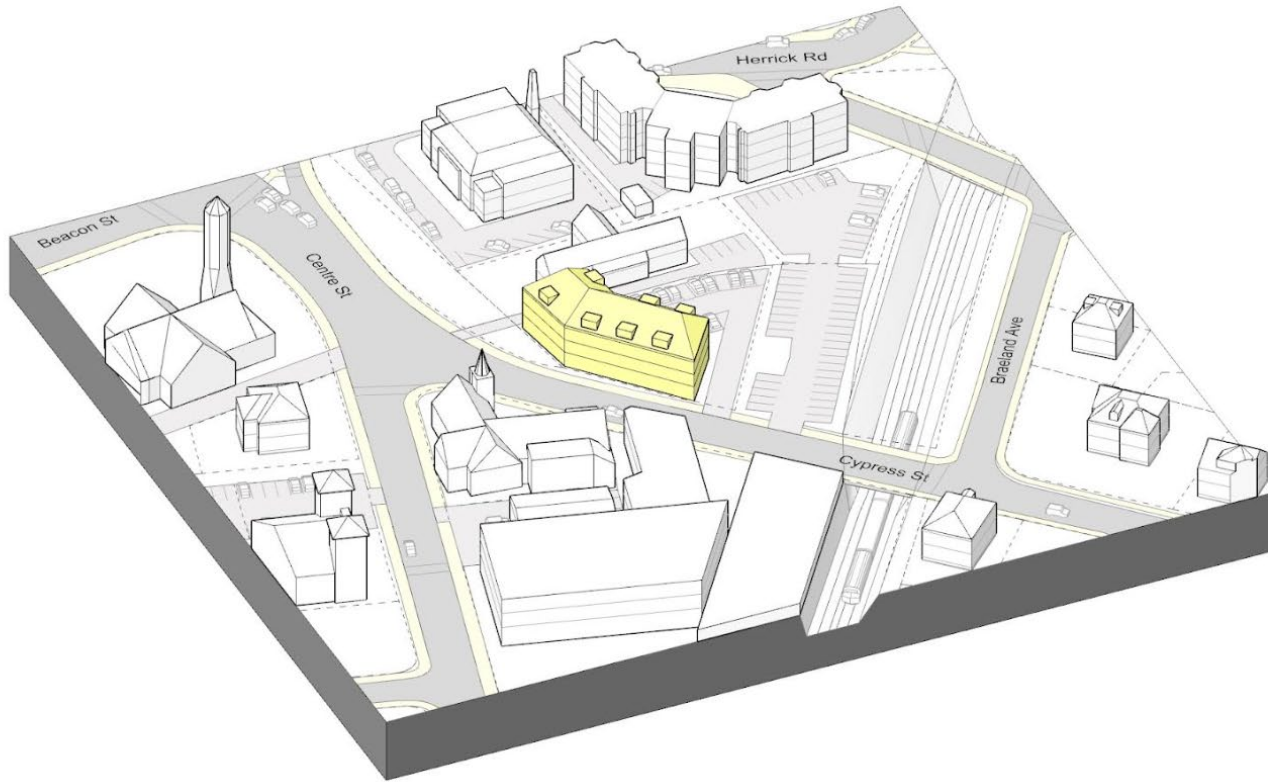
OPT 1



OPT 2

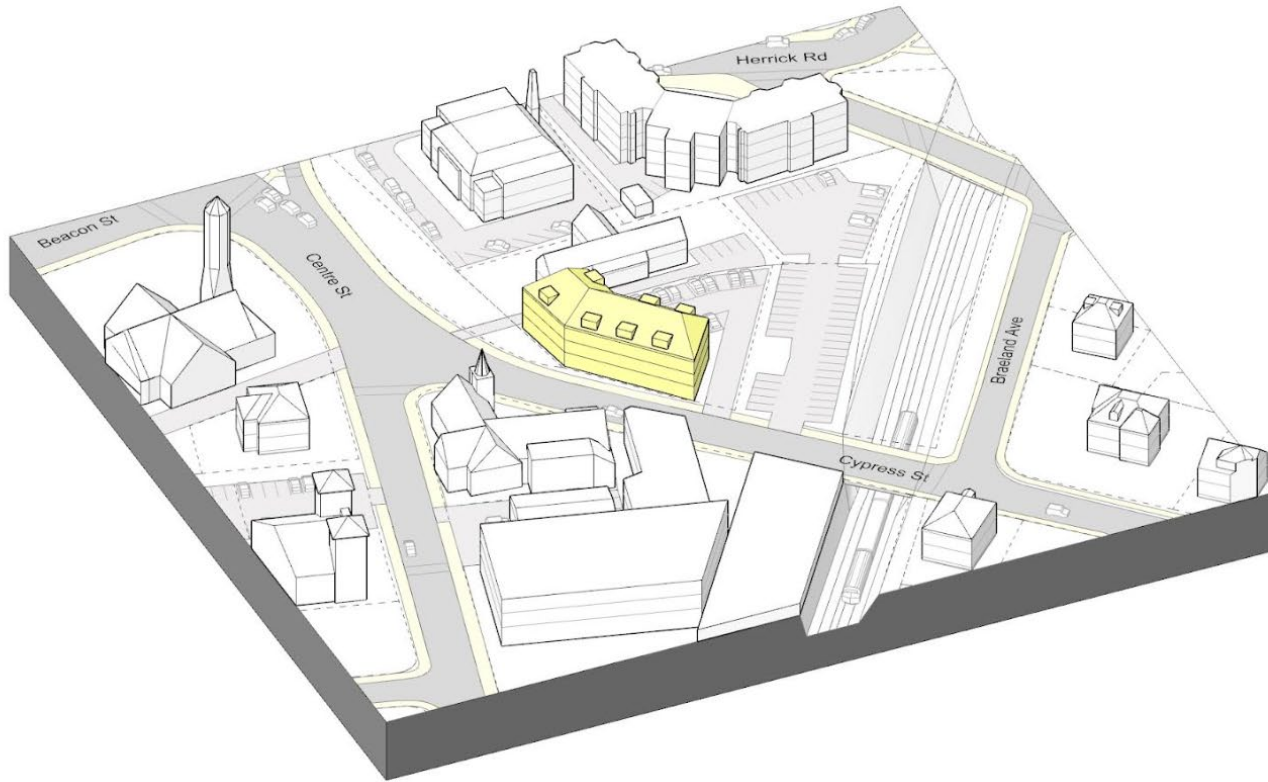


Base Condition VC2 – 3.5 Stories



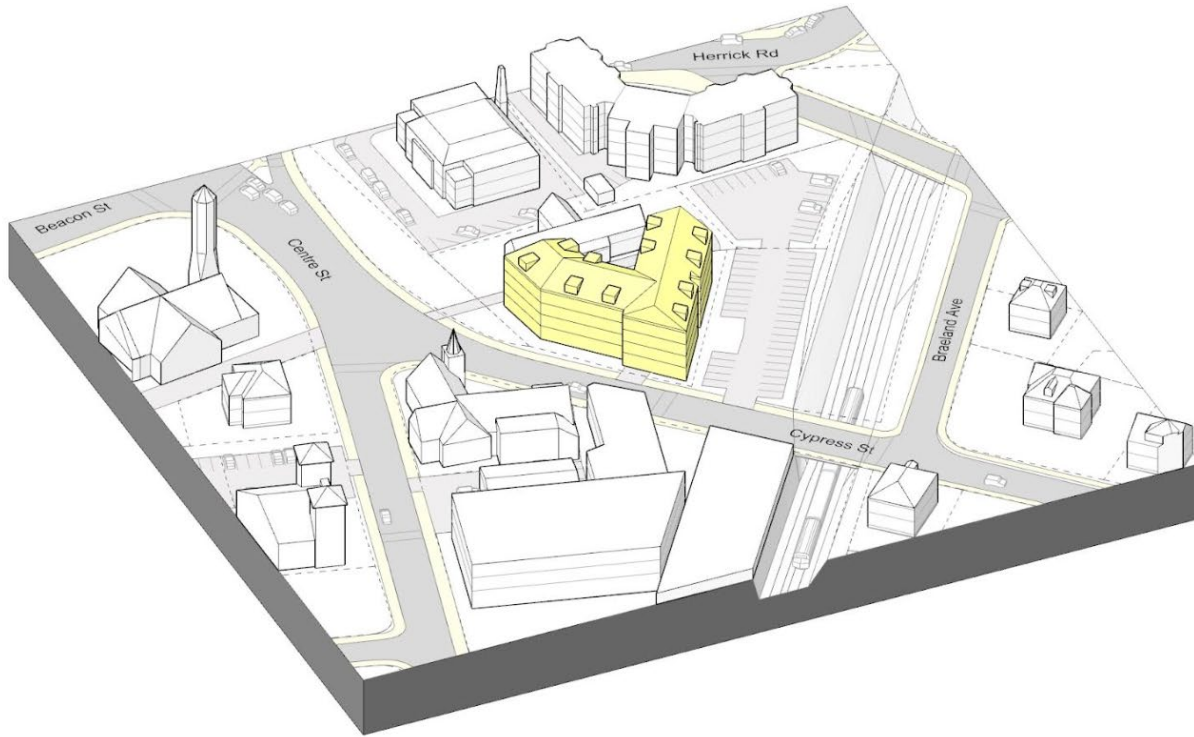
	Base Condition: Housing (3.5 stories)
Building Footprint (sf)	6,544
Housing Area (sf)	23,995
Housing # of units	24
Total Area (sf)	23,995
FAR	1.33
Rqd Parking: Housing 0.75 per unit	18
Rqd Parking: Housing 0.5 per unit	--
Total Rqd Parking	18
Actual # of Surface Parking Spaces	16
Actual # of Underground Parking Spaces	0
Actual # of Total Parking Spaces	16

Base Condition VC2 – 3.5 Stories



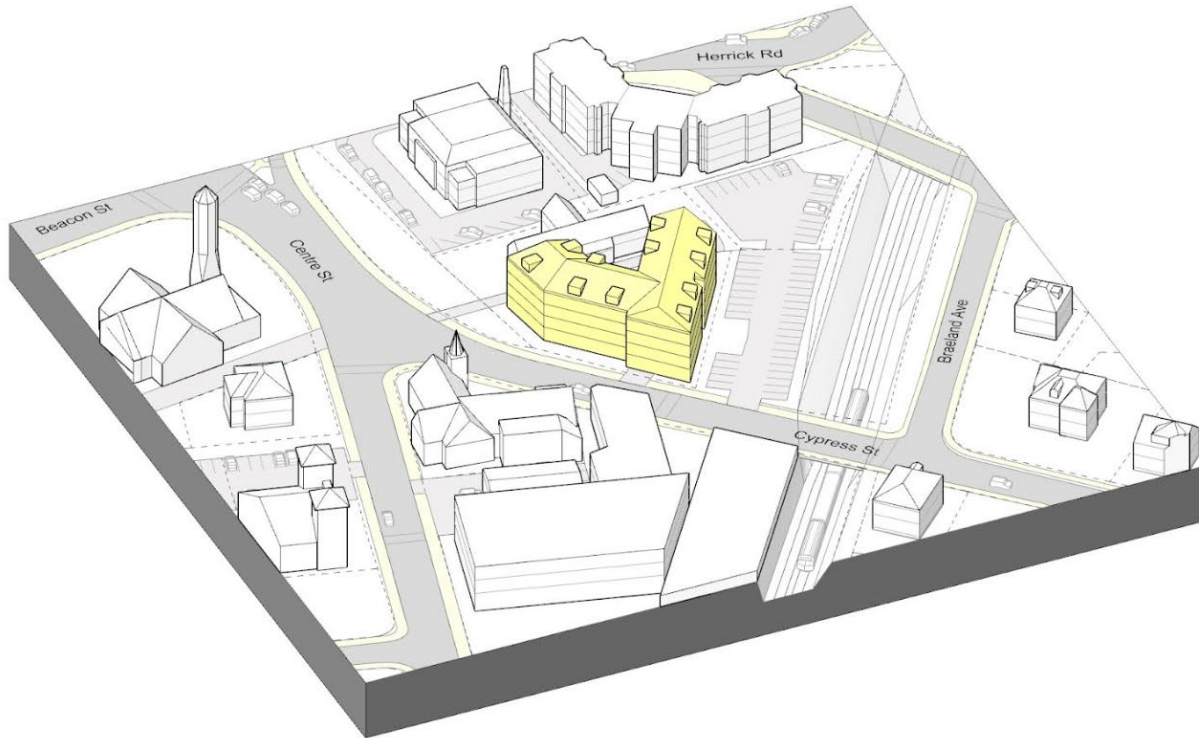
Scenario	3.5 Stories Housing Surface Parking
Site (Acres)	0.41
FAR	1.33
Total Units	24
Affordability %	17.5%
Affordable Units	4.20
Average Unit Size	798
Residential Efficiency	80%
Total GSF (building only)	23,940
Parking Ratio	0.75
Parking Cost	\$ 5,000
Residential Rent/SF	\$ 4.60
AMI %	65%
Affordable Rent/SF	\$ 1.76
Commercial Rent	\$ 42.00
Hard Cost (Includes Fit out)	\$ 315.00
Soft Cost/Site	25%
Land Cost (per land foot)	\$ 85.00
Total Cost/GSF	\$ 461
Parking fee (per space per	\$ -
Cap Rate	4.50%
Return on Cost	5.86%
Surplus/Shortfall	\$ 3,400,000

Bonus Option #1 VC2 – 4.5 Stories



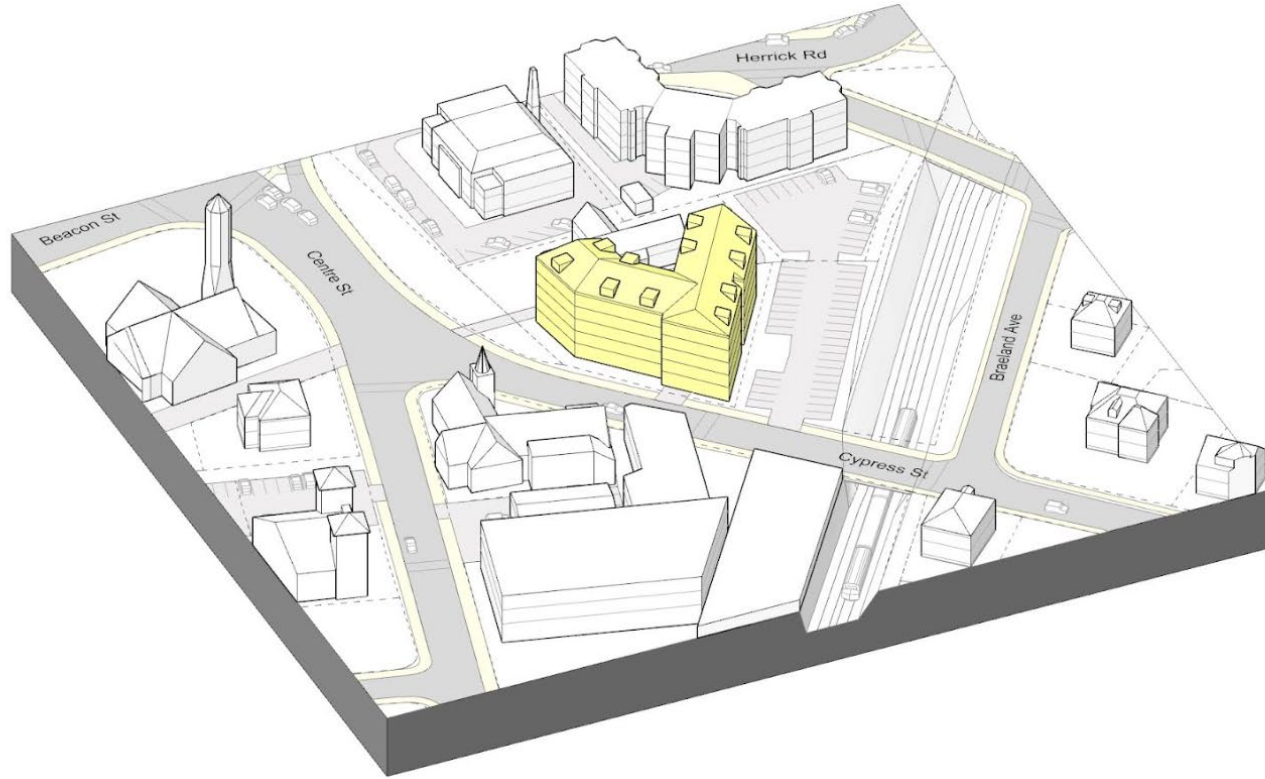
	OPT 1: Housing (4.5 stories)
Building Footprint (sf)	11,043
Housing Area (sf)	51,534
Housing # of units	52
Total Area (sf)	51,534
FAR	2.86
Rqd Parking: Housing 0.75 per unit	--
Rqd Parking: Housing 0.5 per unit	26
Total Rqd Parking	26
Actual # of Surface Parking Spaces	0
Actual # of Underground Parking Spaces	26
Actual # of Total Parking Spaces	26

Bonus Option #1 VC2 – 4.5 Stories



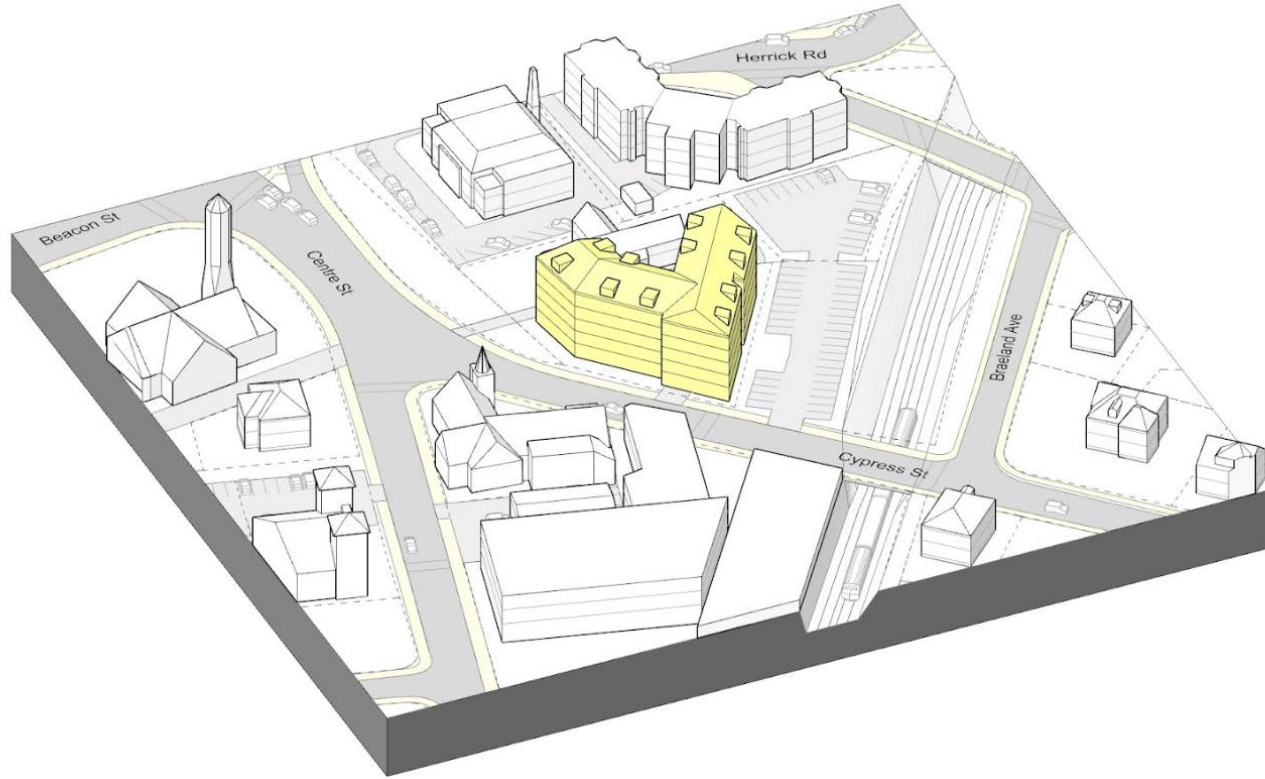
Scenario	4.5 Stories
	Housing
	Underground Parking
Site (Acres)	0.42
FAR	2.86
Total Units	52
Affordability %	30.0%
Affordable Units	15.60
Average Unit Size	798
Residential Efficiency	80%
Total GSF (building only)	51,870
Parking Ratio	0.50
Parking Cost	\$ 100,000
Residential Rent/SF	\$ 4.60
AMI %	65%
Affordable Rent/SF	\$ 1.76
Commercial Rent	\$ 42.00
Hard Cost (Includes Fit out)	\$ 315.00
Soft Cost/Site	25%
Land Cost (per land foot)	\$ 85.00
Total Cost/GSF	\$ 474
Parking fee (per space per month)	\$ 50.00
Cap Rate	4.50%
Return on Cost	5.18%
Surplus/Shortfall	\$ 3,700,000

Bonus Option #2 VC2 – 5.5 Stories



	OPT 2: Housing (5.5 stories)
Building Footprint (sf)	11,043
Housing Area (sf)	62,577
Housing # of units	63
Total Area (sf)	62,577
FAR	3.47
Rqd Parking: Housing 0.75 per unit	--
Rqd Parking: Housing 0.5 per unit	31
Total Rqd Parking	31
Actual # of Surface Parking Spaces	0
Actual # of Underground Parking Spaces	27
Actual # of Total Parking Spaces	27

Bonus Option #2 VC2 – 5.5 Stories



Scenario	5.5 Stories Housing Underground Parking
Site (Acres)	0.42
FAR	3.47
Total Units	63
Affordability %	35.0%
Affordable Units	22.05
Average Unit Size	798
Residential Efficiency	80%
Total GSF (building only)	62,843
Parking Ratio	0.50
Parking Cost	\$ 100,000
Residential Rent/SF	\$ 4.60
AMI %	65%
Affordable Rent/SF	\$ 1.76
Commercial Rent	\$ 42.00
Hard Cost (Includes Fit out)	\$ 315.00
Soft Cost/Site	25%
Land Cost (per land foot)	\$ 85.00
Total Cost/GSF	\$ 469
Parking fee (per space per	\$ 50.00
Cap Rate	4.50%
Return on Cost	5.04%
Surplus/Shortfall	\$ 3,500,000

Initial Pro Forma Input Ranges

<u>Cost</u>	<u>Range</u>
Hard (\$ / SF)	\$300 → \$350
Soft (% Hard)	20% → 25%
Site (% Hard)	4% → 8%
Operating (\$ / unit)	\$10,000 → \$14,000
Total Development (\$ / SF)	\$400 → \$475
Land (\$ / Land Foot)	\$70 → \$100
Parking (\$ / space)	\$50,000 (podium) → \$100,000 (underground)
<u>Revenue</u>	
Residential Rents (\$ / SF)	\$4.25 → \$4.75
Commercial Rents	\$40 → \$45
Parking (per month)	\$100 → \$150
Target Return on Cost	5.25% → 6%

City of Newton



Ruthanne Fuller,
Mayor

City of Newton, Massachusetts
Department of Planning and Development
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Newton Affordable Housing Trust

DRAFT MINUTES

November 17, 2022

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Barney S. Heath
Director

The hybrid meeting was held on Thursday, November 17, 2022, beginning at 4:00 P.M. Newton Affordable Housing Trust (NAHT) members Tamirirashe Gambiza, Ann Houston, Jason Korb, Peter Sargent and Judy Weber were present in Room 204 and City Councilor Alicia Bowman attended virtually. Trustee Mayor Ruthanne Fuller was not present for this meeting.

Staff present in Room 204 included Community Development Amanda Berman and Community Preservation Program Manager Lara Kritzer. Planning and Development Director Barney Heath and Housing Development Planner Eamon Bencivengo also attending virtually. Ms. Kritzer served as recorder. Ms. Houston opened the meeting and Trustees and staff introduced themselves at this time.

Staff presentation on the City's CPA funding program

Ms. Kritzer reviewed the City's Community Preservation Act program and presented a brief presentation on how the City had used its funding to date. It was noted that over the life of the program, the City had allocated approximately 44% of its overall funding to affordable housing projects within the City.

Councilor Bowman stated that she hoped that the NAHT would make the case to the Community Preservation Committee (CPC) to maintain the same excellent level of funding for affordable housing in the future despite other needs for funding in the City. She noted that housing was a critical need for the community. Ms. Houston pointed out that the CPC had set a 35% funding target for affordable housing but noted that the City must have gone well beyond that amount in the past if the average over time is 46%. She thought that they should look for opportunities to go beyond the minimum target amount where possible.

Ms. Weber stated that that CPC had a very balanced group of people and that housing has gotten a lot of CPA funding in the last few years. She believed that the CPC would stand by their commitment to allocate 35% of the program's annual funding to housing but noted that there are projects in other funding categories that are anticipated in the next year which might limit how much extra funding could be spent on housing. Mr. Gambiza asked how much CPA funding has been used to create new housing and how much has gone towards existing housing units. Ms. Kritzer noted that the Colman House project was an existing site where CPA funding was going towards preserving the structure, while the Haywood House and Golda Meir projects were new construction.

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Mr. Sargent had found the chart presented on the percentage of affordable units being used by voucher holders to be very helpful. He asked how many of these vouchers were mobile vouchers. Ms. Berman answered that the chart looked at mobile vouchers and explained how they considered these to be “moment in time” vouchers in comparison to project based vouchers. A question was raised as to whether the City also tracked project based vouchers. Ms. Houston suggested that the Trust should continue this conversation in the future and asked whether the Trust would want to encourage the Housing Authority to make their housing vouchers project based rather than mobile. Ms. Weber stated that half of the Housing Authority’s vouchers are used outside of Newton and that she would like to see more of them used in Newton in the future. Ms. Houston thought that these vouchers were a huge resource and stated that she would like to see how they could expand the number that Newton had available. Ms. Berman referenced a recent Boston Globe article on how Boston, Brookline, and Cambridge had worked to have the amount of subsidy applied to the vouchers varied by zip code to allow voucher holders a greater ability to live in higher priced areas. Ms. Berman wondered if that was something that could be done in Newton as well and agreed to come back in the future to specifically discuss vouchers with the Trust.

Review and Approval of Draft Trust Funding Application

Mr. Korb had worked on revisions to the proposed funding application between meetings and reviewed his proposed changes at this time. Under the Financial Information section, Mr. Sargent noted that they needed to balance their mandate to be nimble, quick and responsible with the use of the funding with the practical needs for showing accountability. He wanted to allow applicants more flexibility as each project would be unique. It was noted that predevelopment was an example of a unique issue as the Trust might base the information they requested on whether the applicant was someone with more experience or who was new to affordable housing. Trustees agreed that they might change how they looked at the information required based on those questions.

Trustees agreed that the first step was to determine if the application was for a predevelopment or full development proposal. It was suggested that the Trust could also pull a lot of its information from other agency applications. Trustees agreed that they did not want to be perceived as adding a lot of additional requirements but wanted to be thorough. It was also noted that who the applicant was and their background would also set the mindset for what the Trust felt it would need to see.

A question was raised as to the Trustees comfort level with providing predevelopment funding. It was noted that the Trust may be asked to fund opportunities which did not pan out and Trustees questioned how much they would be willing to lose through that process. It was agreed that the Trust needed to develop an understanding of what they were willing to work with – for example, were they willing to risk \$40,000 to see if a project could move forward.

Concerning feasibility assessments, Ms. Houston wondered if the need for this would again come down to who was asking for the funding. Mr. Korb noted that Mass. Development could provide funding for site assessments and believed that other agencies such as the Community Economic Development Assistance Corporation (CEDAC), Local Initiatives Support Corporation (LISC), Boston City Capital, and Bluehub provided those options as well. Preservation Massachusetts was also noted to have development funds that could pay to hire a preservation consultant for a project.

Mr. Sargent asked what the context would be for an early stage loan or whether the Trust could provide grants. Mr. Korb stated that the funding could not be a grant if the applicant was a for-profit developer. He also noted that cash was not always readily available for smaller developers. Ms. Houston thought that this might be where track record comes into the discussion. Mr. Sargent agreed that the Trust might ask for more information from a new applicant who had not previously done affordable housing in the area. Mr. Korb stated that he would also want to include option payments.

Ms. Weber expressed concern that the application assumed that the project would be of a certain scale and might scare off smaller projects. Mr. Sargent believed that the Trust would also want to see smaller projects put this level of effort into their early work to develop the project. Ms. Houston suggested that the Trust should also be ready to point applicants to other organizations to complete some of the work. She thought that with high risk funding, it was good to have others share the risk. Mr. Gambiza suggested only setting aside a certain percentage per year for this type of project.

Mr. Sargent agreed that the application should not intimidate or turn away applicants. He suggested that they allow some flexibility in terms of accountant reviews vs. audits. He did think that they should set clear standards, though, for what the Trust would require and what disclosures would be needed. It was suggested that an applicant could just submit a financial report that included their CPA's assertion that it was accurate. Mr. Korb stated that in his experience, an accountant would not do this unless they were doing a full review of the accounts or an audit anyway. He did not think that a CPA would do just a cursory review for this purpose.

Ms. Weber stated that she was working with the City of Berkely, CA which required a lot of contracting and paperwork but was trying to push out a lot of money quickly. When she had asked why their contracting process was so difficult, they had responded that it had to do in part with the source of the funding and other funders. She suggested that this requirement might also depend on the situation. Mr. Korb suggested that applicants be asked to provide internally prepared financials in place of audits for some projects. Members discussed the CPA program requirements and noted that they did not necessarily require applicants to submit this level of financial information. Ms. Houston noted that the Trust had also discussed at the last meeting the possibility of having third party review financials and opine on whether they met the needs of the project. She thought that there needed to be an initial threshold requirement and that if a project got to a certain point, then additional materials might be required.

Mr. Gambiza thought that it would speed up the process to have set requirements. Ms. Weber noted that the Trust could go ahead and issue an RFP for a standing consultant to review financial information and just leave it open so that the review process was ready to begin whenever it was needed. It was also noted that the Trust set the questions and/or narrow the scope of this review if necessary. Mr. Gambiza asked who would pay for this review, what that cost might be, and whether it would be taking away some of the CPA funding for housing to do this.

Ms. Houston brought the discussion back to the size of these project and what the boundaries might be for predevelopment feasibility. She asked if the Trust wanted to set a floor for this funding which included doing a financial review if the project went beyond a set point. Members agreed to discuss this question further at a future meeting.

Ms. Houston asked if there were any other issues that needed to be resolved. Mr. Korb expressed concern that everyone needs to be treated equally and thought that that could be a challenge if one person brought in a somewhat risky project while another brought in one that was a sure thing. Mr. Sargent reiterated that this would also depend on the applicant's track record and familiarity with Newton. Ms. Houston thought that the Trust could have different levels of review for each applicant. Councilor Bowman also liked the idea of having on-call consultants available for financial reviews.

Ms. Houston thought that the application looked good and thought that if staff could clear up the area's discussed at this meeting, it could be ready for use. She suggested that they consider whether or not to fund pre-development projects between now and the next meeting and just not advertise that option yet. Ms. Weber moved that the Trust adopt the draft application as revised during the discussion. Mr. Gambiza seconded the motion which passed by unanimous vote.

Discussion of Letters of Support for Village Center Rezoning and West Newton Armory Project

The Trust had been asked for letters of support for both the Village Center Rezoning process and the West Newton Armory project and drafts of these letters had been sent out before the meeting. In discussing the West Newton Armory letter, it was noted that the total cost per unit was \$625,000. The project was described as intergenerational and would have one, two and three bedroom units with underground parking. Councilor Bowman asked if this project also included the restoration of the original head house building. Staff answered yes but noted that the cost of construction was going up daily. Trustees endorsed the draft letter and asked staff to put it on letterhead for the Zoning Board of Appeals meeting on December 7.

Trustees next reviewed the Village Center Rezoning letter. Ms. Houston noted that the letter had not included the Trust's suggestion that additional height be allowed for affordable housing projects. Councilor Bowman liked how the letter reviewed the parking elements of the proposal. Ms. Houston noted that after reading through the meeting notes she had realized that the draft letter did not include the Trust's discussion on the additional height benefits that could be allowed for affordable housing and asked if that should be entered. Councilor Bowman thought that it would be good to add as a height bonus could be a critical element of the proposal. Mr. Heath agreed that this would be good to note and explained that the Housing Partnership has studied how these had been used in Cambridge and Somerville's overlay districts. Ms. Houston asked if the Trustees would endorse the letter with those changes. Trustees unanimously agreed to endorse the letter as revised.

Councilor Bowman left the meeting at this time.

Revisions to Annual Report section of NAHT Priorities, Goals & Guidelines

Trustees had discussed amending the last section of the Priorities, Goals and Guidelines to align the annual report process with the process as explained in the ordinance. Ms. Weber moved to approve the language on the annual report as revised. Mr. Korb seconded and all voted in favor.

Review and Approval of Draft Minutes for September 28 and October 20 meeting

Members had reviewed the draft minutes from the September 28 and October 20 meeting prior to the meeting. Mr. Sargent moved to approve the minutes as presented. Mr. Gambiza seconded the motion and all voted in favor.

Ms. Weber move to adjourn the meeting at 5:32P.M.

Action Items from November 17 Meeting:

- Schedule future discussion on mobile vs. project based housing vouchers
- Financial documentation requirements for pre- development and development sections.
- Discuss whether or not the Trust wants to fund pre-development proposals.

City of Newton



Ruthanne Fuller,
Mayor

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Barney S. Heath
Director

Newton Affordable Housing Trust

DRAFT MINUTES

January 11, 2023

The hybrid meeting was held on Wednesday, January 11, 2023, beginning at 4:05 P.M. Newton Affordable Housing Trust (NAHT) members City Councilor Alicia Bowman, Ann Houston, Jason Korb, Peter Sargent and Judy Weber were present in Room 204 and Tamirirashe Gambiza attended virtually. Trustee Mayor Ruthanne Fuller was not present for this meeting.

Staff present in Room 204 included Planning and Development Director Barney Heath and Community Preservation Program Manager Lara Kritzer. Housing Development Planner Eamon Bencivengo also attending virtually. Ms. Kritzer served as recorder. Ms. Houston opened the meeting and Trustees and staff introduced themselves at this time.

Ms. Houston noted that a number of issues had been raised at the last meeting which would be added for discussion at the next agenda. Another item that was raised prior to the meeting was the need to schedule meetings for the rest of 2023. Ms. Kritzer stated that she would send out potential meeting dates based on the current schedule for members to review after the meeting.

Mr. Korb also noted that he had recently joined the board of 2Life Communities and would recuse himself from any future funding applications made by that organization.

Status update on the City's Existing Housing Projects and Initiatives

Mr. Sargent and Ms. Houston reported that they had attended the recent Zoning and Planning (ZAP) Committee meeting on behalf of the Trust to support the Village Center Rezoning efforts. Ms. Houston spoke in favor of the rezoning at that time. Mr. Sargent noted that the Trustees were thinking about housing at the City level but noted that this was still a community of strong neighborhoods. They noted that a number of the ZAP speakers were from West Newton and the Highlands and spoke in favor of the program's broad goals but were not in favor of making changes to their individual neighborhoods. They thought these changes were a great idea but that efforts to make sure that the individual identity of each neighborhood was preserved still had ways to go. Ms. Houston stated that one of those neighborhood members had come up to her after the meeting to say that they were glad to hear about the upcoming 100% affordable units. Mr. Sargent noted that Ms. Houston had spoken at the meeting on behalf of the Housing Trust as one of the twenty presenters at the meeting. Ms. Houston thought that these issues were the kind of thing that the Trust should be considering when they continued their discussions at the next meeting.

Ms. Kritzer and Mr. Bencivengo presented the list of current affordable housing projects receiving CPA and other City funding at this time. Beginning with 2Life Communities' Coleman House

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restoration project, Ms. Kritzer explained that they had received over \$4 million in CPA funding to preserve the affordable housing use in the building by restoring the masonry, replacing insulation and windows, and completing other building-wide repairs. Mr. Bencivengo stated that the building had received CDBG relocation funds as well as HOME program funds. The HOME funds included \$640,000 received from a competitive funding grant from the consortium as well as local Newton HOME funds. Members next reviewed 2Life Communities' Golda Meir project to expand their existing senior housing facility with two new additions. Ms. Kritzer explained that this project had received two rounds of CPA affordable housing funding and like the Coleman House, the CPA funding had been used early in the construction. The only funding remaining for both projects was the final 10% which the CPC requires be held back for all projects until after the project is completed and the final report received. Mr. Bencivengo explained that the Golda Meir project had only received HOME funding and had also used all of those funds except their required holdback.

The Newton Housing Authority's Haywood House project was nearing completion and was expected to be ready for occupancy in February. Ms. Kritzer explained that this project had also received two rounds of CPA funding, first for general construction funding and later for additional funding to cover a required second elevator, totaling just over \$3 million dollars. This project had followed the same funding schedule as the previous projects and received \$81,000 in CDBG funds to complete site work, including the soft costs pertaining to the site work which includes geotechnical, survey, architectural fees, and attorney fees. Mr. Bencivengo explained that all of this work was done early on and was completed a few years ago so that only their holdback remained as well. Members asked for information on the amount of subsidy provided per unit to buy down the affordability of these units.

Nonantum Village Place was one of the first projects constructed with CPA funds in 2003 and 2004 and had requested funding in the last year to make repairs to the siding and replace the roof and HVAC systems. The project had also expanded over time to include more sustainable systems and was now planning to install new solar panels and battery systems as well. Mr. Korb noted that there were amazing new tax credit programs available now for this work and offered to talk to future projects about these options. Mr. Bencivengo explained that Nonantum Village Place had also received \$100,000 in federal funds for soft costs. Ms. Kritzer noted that over half of the project funding had been spent to date and that they were nearing completion pending any supply chain delays for the HVAC equipment.

The West Newton Armory project was noted to have nearly completed its Zoning Board of Appeals review and the permit was expected to be voted on at the meeting later tonight. That permitting was needed for the project to be ready for the current round of state funding. It was noted that the project was receiving CDBG, Inclusionary Zoning (IZ), and \$2 million in Newton HOME and Consortium funds in addition to its \$3 million in CPA funding. Councilor Bowman asked if there was any additional federal funding now available for affordable housing. Mr. Korb stated that there was a lot of funding available at the state level but believed that the state would be trying to get it assigned to projects within the next year and that they were planning for a supplemental funding round. Mr. Sargent thought that there was always an ongoing replenishment of funds but Ms. Houston thought that they were coming to the end of those additional funds and asked if the City had allocated all of its ARPA funds. Mr. Heath stated that the City had reserved \$3.5 million for affordable housing and affordable housing retrofit projects. Ms. Weber stated that she had a good chart which showed FY21 vs. FY22 budgets for these funds which had recently been updated for FY23 programs and offered to share it with the other members.

Discussion moved to potential future projects. The Dudley Road Estate Review Team had reviewed nine Expressions of Interest from potential developers interested in partnering with the City on a project at this time. They had gone on to interview three of these developers and had settled on one to continue a dialogue with on the project. Councilor Bowman noted that the site had received a wide variety of responses and asked if the potential project would include affordable housing. Mr. Heath stated that all of the projects reviewed had included some amount of affordable housing in them. Ms. Houston added that the Review Team had considered affordable housing to be an important priority for the site and had looked at how the different developers had considered going beyond IZ requirements in addition to considering how well their plans might fit into the surrounding community.

Mr. Sargent asked if there was any information available on the progress at the Dunstan Road site. Mr. Heath answered that there was no specific information available at this time. Councilor Wright stated that she met with developers monthly and that they were struggling with the cost of supplies including wood and subcontractors, and were waiting for a better construction climate. She explained that right now proposals were only lasting for 24 hours and that the developers did not think that they could realistically begin construction before spring. Councilor Wright added that she understood that the project has now come off of the City's Subsidized Housing Inventory (SHI) list since it had not started vertical construction in time. When construction does begin, they planned to first construct buildings 1 and 2 and then to do building 3. Ms. Houston thanked Councilor Wright for the update and noted that this was the kind of thing that the Trust needed to be aware of.

Ms. Kritzer noted that the Trust might see an application in the coming months for work at Warren House, a partially affordable rental property owned by the Newton Community Development Foundation (NCDF). She explained that they were looking to refinance the structure as well as to complete some significant exterior repairs and restoration work and that one of the possible options that they were looking at for financing this work was to buy down the affordability of some of the expiring affordable units or otherwise market rate units in the building. Trustees also thought that this could be a great time to consider project-based vouchers from the Newton Housing Authority as well. Ms. Weber and Mr. Heath noted that there were also some City repayment issues with the ground lease for the building that needed to be added, and that many of the units went for less than market rate as they were quirky units in an older building.

Request for Letter of Support for the MAPC Housing Needs Assessment

Mr. Bencivengo explained that the Metropolitan Area Planning Council (MAPC) had put out a call for applications for their technical assistance grant program, which has about a million dollars available for the MAPC to allocate to municipal programs. The City was planning to apply for funds to complete a housing snapshot/updated assessment of its current housing needs. Mr. Bencivengo explained that the last time this had been done was in 2016 and noted how much had changed since that time. He stated that the report would give the City an update on demolition and ownership trends, rates of ownership versus rental housing construction, home values, etc. which he thought would be helpful to both the Trust and City staff for future program planning. Mr. Bencivengo reiterated that MAPC had \$1 million available through this program, which had funded 47 projects last year at an average of \$20,000 per project. He believed the proposed housing snapshot would cost about \$40,000 - \$45,000 to complete and the City was proposing that if they received the MAPC

award then they would propose to match it with funding from the Trust to bring the project over the finish line. The funding would then be used to bring in a consultant to complete the update. He noted that the submission deadline for the application was this Friday and that they anticipated receiving an award notification about a month later. He thought that they would have a better understanding of the project and whether they would need any additional funding by mid-February.

Trustees discussed the request and questioned whether writing a letter of support at this time would essentially be approving the use of Trust funds for a future match. Mr. Heath thought that it would be good for the Trust to be involved in developing any documents that considered the possible future uses of the City's affordable housing funds. He noted that the 2016 document had a lot of good information that the City still uses but which was beginning to fall out of date. Ms. Weber asked if it would have data that helps the Trust to understand Newton's affordability and rental vs. ownership decisions, as well as what other information it might include that would help the Trust to make decisions in the future.

Mr. Bencivengo noted that it would include fact-based information that could be compared to the same information from previous years in order to provide trend data. He added that the documentation needed for the application was pretty light and that if they received the funding then they would dig deeper into the details of the project to see what information was most useful for the Trust. Mr. Gambiza questioned the benefit of having this study completed to help the Trust move forward and wondered if they should instead focus on the objectives that they wished to achieve. Ms. Houston thought that if the City did go down the road of completing a study, then it would be useful to get together with the Housing Partnership and other groups to do some thinking about how they might want to interpret and understand the data. Trustees also asked how plans had been discussed when the guidelines were under review.

Mr. Korb stated that he had seen a lot of studies completed that were never used and did not see the need for another one to understand that affordable housing is needed in Newton. He noted that the 2020 U.S. Census and American Community Survey data is available for anyone to use. Councilor Bowman noted that if the point is to create a planning document that also helps to convince the public that additional housing is needed, then she did not think that just having access to the resources would be enough. She asked if this was a first step to a housing production plan and noted that this is the document that she hears people asking for. Mr. Sargent stated his concern that it was still early days for the Trust and that it was hard to know now what they might be asked to look at or fund. If there is already another viable source for funding this work, he suggested using those funds and saving the Trust funding for other purposes. Ms. Weber also noted that any matching funds from the City could also come from other sources.

Ms. Houston wondered if Trustees would be willing to commit to a portion of the City's match for the grant funding if it was agreed that the study would be used to drive some of the Trust's priorities and goals. She thought that this could be in the form of a housing production plan or priorities assessment and that it would be useful to have data available for the Trust to use to prioritize how their funding was spent. For example, did the City need family housing, senior housing, etc.? Mr. Bencivengo thought that it could be looked at two ways. With the Trust now in place, the City has an action arm with funding at its disposal to encourage developers to apply for affordable projects and with the Partnership, they had a policy arm that could be used to study how those developments worked in terms of issues like local preference. He thought that having an updated set of facts after

the last few messy years could be a useful arrow in the City's quiver as it looked at both funding use and policy decisions. If the grant was awarded to the City, then the two groups would want to collaborate in developing a scope for consultants, including having them meet with the Trust several times to develop a specific study that relates to Newton's needs.

Mr. Heath thought that it could be useful to have this information available and that this could be the first phase of future planning work for affordable housing with phase II focusing on prioritizing the City's needs and creating an action plan. Mr. Sargent thought that an action plan could be given to developers too to help convince them to develop what the City needs. Ms. Houston stated that she would like to see a match for the grant come from CPA administrative funds. She thought it would be interesting to have the Trust work with consultants on this project but also thought that the Partnership should also be at that table as policy issues were their assignment. Mr. Gambiza saw where Mr. Korb was coming from but thought that the Trust needed to know how to move forward. He thought that they might need to fund something to create a pathway for those who are talking right now about what the community has versus what it is trying to do. He noted that the Trust could use the information available in other existing studies but saw supporting this grant proposal as a means of moving forward on what the Trust wants to do.

Mr. Sargent asked about the expected timetable for this grant. Mr. Bencivengo stated that if the City was awarded the grant in February, they hoped to get started with a consultant by May/June and to be back before the Trust in the October or early Fall with something tangible materials for the Trustees to grapple with. Mr. Korb stated that this was a technical assistance grant and was something that was done every year. He stated that completing studies did not appear once in the Trust's guidelines and thought that he would have been firmly against funding them if it had come up during those discussions. He thought that they did not have enough money for a study and only wanted to use it for construction.

Trustees discussed whether approving a letter of support for the grant would also be issuing a statement in support of Trust funding for the match. Ms. Weber stated that she had a different view on this request. She noted that they did not have any projects before them at this time and would need to go out and find them. She thought that that work could take a while and that this plan could be a type of marketing material for the Trust. She noted that the CPC was also in search of new projects as large-scale projects came in but not smaller ones. She noted that Arlington had a successful Housing Trust and suggested talking with them about their marketing work.

Mr. Sargent noted that the Trust currently did not have a lot of money and that they also did not have an application. He was concerned with seeming to approve funding without going through the established process. Councilor Bowman stated that she was mostly in Mr. Korb's camp and suggested that the \$20,000 match could come from the City's free cash or ARPA funds instead. She stated that she would feel more strongly about using Trust funding for the match if the \$20,000 was going to be used to evaluate five city properties to find where the next Austin Street project might be located or where it would make the most sense to move forward with a new housing project. She thought that a lot of people were watching to see that the Trust gets this right and that there were other groups that could focus on studies.

Mr. Heath stated that the letter of support could state that there would be a local match and that if the City gets the grant, then they would work to identify the source of the funding. Trustees

discussed this option and thought that it should still be noted that the City should also consider other funding sources for the match if they were considering coming to the Trust for funds. Ms. Houston thought that the Trust could formally say that they will support the application. She thought that it could be really powerful to have this study done and noted that it could either be another document on the shelf or the launching pad for pushing things forward. She suggested that they also ask the consultants working on the study to assess which City parcels might be good sites for housing. She stated that she hoped that they would not lose this opportunity to move forward with that understanding. Ms. Weber moved that the Trust write a letter of support for the MAPC housing needs assessment application without committing to using Trust funds for the match. Mr. Sargent seconded the motion and all voted in favor.

AHT Speaker for Village Rezoning Discussion at ZAP meeting on Jan. 23

It was noted that this item was no longer necessary as Ms. Houston and Mr. Sargent had already attended a ZAP meeting on this topic.

Discussion on publicizing Affordable Housing Trust Program

Mr. Korb stated that he had raised this question because he did not think that the Trust should just assume that developers will know to come in and ask for funding. He suggested that the Trust reach out to industry journals, newsletters and organizations such as MHP, MHRA, etc. to let them know and provide a blurb to be included in their newsletters to say that the Trust is open for business. Mr. Sargent noted that right now applicants coming into the CPC for funding would be redirected to the Housing Trust. Mr. Korb agreed but wanted to see the program bring in new developers. Ms. Weber stated that she would want this to be more intentional with their outreach rather than just sending out a blurb. Mr. Korb stated that he often reads these journals and had noted that Marlborough's Trust did a good job of putting out notices about grants and program information. He thought that a blurb could simply ask developers to please come meet with the Trust to learn more about what it is trying to do.

Ms. Houston thought that this question went back to whether or not they knew what types of projects they wanted to encourage. She thought that marketing was a great idea but wanted to make sure it brought in the right project. She did not think that it would take them long to figure out what they needed. Councilor Bowman agreed that they should first talk about what they needed and wanted to see from applicants. Mr. Korb agreed that those discussions could be useful but asked if the Trust would refuse funding to a fantastic SRO deal if it came in just because it had not been previously considered. Ms. Houston thought that the Trust should consider whether the City was interested in more senior housing, housing for homeless households, families, etc. Councilor Bowman thought that all of these housing types were needed. Mr. Gambiza stated that he liked both ideas and thought that the Trust could both make a plan and at the same time do some publicity or hold an open house. He thought that if developers had an idea, then they could come meet with the Trustees and talk through their potential project.

Mr. Sargent agreed that he liked the idea of publicizing the Trust. Mr. Gambiza suggested that they publicize that the Trust was trying to do and not how much funding was available. Mr. Heath asked what it might look like when a developer asked to come in and meet with the Trust. He wondered if they would first meet with staff or be scheduled for a meeting. Mr. Korb thought that the Trustees

would want to meet with anyone who wanted to come in and wanted to make it clear to the public that the Trust was available. Ms. Houston thought that one reason to have a sense of the Trust's priorities first was that it would allow them to be ready to move forward and help get a project funded once they saw one that met their goals. Then the message would be that Newton is looking for X, and that if a developer is ready to move forward with that type of project, the Trust is ready to help. She believed that that is what the Trust was designed for.

Councilor Bowman asked if they would want to use Trust funds to buy down market rate units. Mr. Korb stated that he would like to see the Trust's funding used to leverage more quality units. Trustees discussed how to move forward with this question and the need to work out a strategy for future outreach. It was noted that Trustees had put a lot of work in the guidelines and that that they had agreed at that time to put off making decisions on the goals and priorities for the Trust. Ms. Houston stated that she was fine with this and suggested that this could be a priority for discussion at the next meeting. It was suggested that the Trust could establish a priority and express support for funding projects that met a certain level of affordability. Mr. Korb suggested that they remain more flexible, however, as they did not yet know what might come in for funding.

Mr. Korb offered to draft a brief statement for discussion at the next meeting. Trustees also agreed to schedule further discussion on what the application process will be, how they should be contacted, and how the Trust can thoughtfully work with other partnerships and entities so that they are able to say yes to projects quickly.

Review and Approval of Draft Minutes for November 17, 2022

The draft minutes for the November 17 meeting had been distributed for review prior to the meeting. Mr. Sargent moved to approve the minutes as revised prior to the meeting. Ms. Weber seconded the motion and all voted in favor.

Mr. Korb moved to adjourn the meeting. The meeting was adjourned at 5:37pm.

Action Items from January Meeting:

- Consider ZAP Committee Public Hearing responses/concerns for preserving neighborhood character in the face of change and increased development
- Gather information on the amount per unit of subsidy for buy downs of affordable units
- Reach out to Arlington/other Housing Trust communities about their marketing efforts
- Add Application Discussion and Funding Priorities to March Agenda