

Meeting of the Concord Housing Development Corporation (CHDC) held on October 13, 2015.

The meeting was convened at 7:10 PM in the town office at Keyes Road. Attending were members: Barbara Morse, Chairman; Marshall MacLean, Phil Posner; Amir Viskin, Greg Higgins, and housing office staff persons, Liz Rust and Dan Gaulin.

First Barbara gave an overview of the meeting regarding affordable housing issues sponsored by the Town Planning Office and conducted by the Town's consultant, JP Goldson, AICP at the Harvey Wheeler facility. Barbara and Liz Rust advised that the 2015 Update of the Housing Production was being drafted by Liz and the housing office staff in coordination with Jennifer Goldson. The Plan must also be approved by the Select Board.

Next, the members discussed the grant application for CPA funds which was prepared by Barbara. The discussion also focused on the appointment of the 'Funding Gap Filling Committee' to be appointed by the Selectmen. The known committee members are to be: Walter Birge, Terry Rothermel, Todd Benjamin. A discussion of whether the CHDC needs to be on the committee or simply in communication with the committee then ensued. Members agreed that Barbara and Phil would reach out to Steve Ng to determine who will be appointed to the committee so that a meeting can be set up with the committee members regarding the Junction Village Project. Members also discussed what other funding options might be considered by the Funding Gap committee, including bonding CPA funds. It was agreed that not enough information about bonding was presently available. Other funding options, including utilizing HOME consortium funds were mentioned in the discussion. Members were informed that the CPC Committee will vote in mid-December on funding requests so getting the Gap Funding Committee rapidly up to speed is necessary.

Barbara agreed to send an email to Walter Ohanian of Grantham regarding the status of the civil engineering proposal.

Marshall McLean and Phil Posner were nominated, seconded and unanimously approved to be the co-chairs of the CHDC on a going forward basis. Members agreed that having additional members on the CHDC board was necessary. Names mentioned in this regard included Toby Kramer (who works for NOAH).

Next the discussion focused on two parcels that were to be made available to the Town. The CHDC agreed that the Englehart land off of Balls Hill Road would not be suitable for CHDC to undertake a project. The 'Emerson' land near the police station would be suitable for CHDC to work on as it is adjacent to land already being used for affordable units and could be a viable location for development.

Finally, Liz Rust suggested that CHDC undertake a 'mission visioning' exercise after the first of January which members agreed was worthwhile.

There being no further business, members voted to adjourn at 8:40 PM.

Meeting of the Concord Housing Development Corporation (CHDC) held on November 10, 2015.

The meeting was convened at 7:10 PM in the town office at Keyes Road. Attending were members: Barbara Morse, Chairperson Emeritus; Marshall MacLean & Phil Posner Co-Chairs; Amir Viskin, Greg Higgins, Jerry Evans and housing office staff person, Liz Rust. Toby Kramer, Lee Smith and _____ were present as guests.

First Barbara gave an overview of the mission of CHDC and the Junction Village Project for the benefit of the guests, Next Barbara gave an overview of the Select Board meeting regarding the “financing gap” and the CPC committee recommendations.

Next, Toby Kramer introduced herself and related that the “Funding Gap Committee” had met once and would meet again to undertake its charge of “filling the gap in financing” for the Junction Village Project. Toby Kramer works for “NOAH” a developer of affordable housing and is well verse in the issues regarding the various sources of funding used to develop affordable housing projects. The members of the Committee are:

Toby Kramer (NOAH)
Todd Benjamin (Housing Authority)
Walter Birdge (FinCom)
Greg Howes (former Selectman)
Terry Rothermell (Housing Foundation)
Steve Ng (Select Board Liaison)
Barbara Morse (CHDC Liaison)

Next Liz Rust provided a potential time line for important “next steps” for Junction Village Project:

- May, 2016 Town Meeting Vote on CPC Funding
- ZBA Application October 2016 (by Grantham)
- Comprehensive Permit issued February, 2017
- Application to DHCD March, 2017

Next members discussed the possibility of bonding CPA funds and the presentation made by the Town Finance Director. The members were reminded that the finance director recommended funding of \$300,000.00 for the Junction Village Project by CPA funds for FY 2017. Members then discussed the various ‘costs’ related to acquisition / subsidy of affordable units (so they will be eligible for inclusion in the town’s Subsidized Housing Inventory) vs. the cost per unit of the Junction Village Project.

Next there was a discussion of providing funding for further site related work to be undertaken on behalf of Grantham. Members were reminded that a proposal to provide \$25,000 was discussed. However, the scope of work needed to be reviewed as a complete boundary and

topographic survey of the lot had already been prepared for CHDC and did not need to be done again. Greg agreed to reach out to Walter Ohanian to discuss this issue because Walter's proposal regarding engineering and survey work included a substantial cost for work that had already been done by CHDC's engineer.

Next, copies of the 2015 Housing Product Plan were distributed to members. Liz Rust gave an overview of the HPP to members and asked that any comments be made prior to Thanksgiving. In particular a suggestion to supplement the Goals and Strategies section (pp 5-6) and the discussion of the Junction Village project was made by Liz. A discussion of expanding the 'buy down' program and other initiatives to be undertaken over the next 5 years was undertaken by members and Liz. Finally, Liz discussed the Acton Affordable Housing Trust to compare how their work was undertaken with CHDC's.

Upon motion the meeting was adjourned at 8:40 PM.

Meeting of the Concord Housing Development Corporation (CHDC) held on

December 8, 2015

Meeting was convened at 7:05PM in the town office at Keyes Road. Attending members: Barbara Morse, Chairperson Emeritus; Marshall McLean & Phil Posner, Co-Chairs; Jerry Evans, Greg Higgins, Dan Gaulin, Amir Viskin; Steve Ng, Select Board Liaison, Marilyn Boris attended as guest.

-Barbara gave an update on the Task Force (TF) meeting. The task of the TF is to identify funding sources for the \$3M estimated funding needed from Town.

According to Steve Ng, the CPC Select Board (S.B.) decided they are not making any funding commitments for Village Junction (JV) in this cycle. His assessment is that the S.B. is not against the JV project, but waiting for the TF findings on funding sources. The Planning Board does not seem supportive of the JV project at this stage.

-Dan Gaulin presented a timeline for the JV project, which - updated for no funding in this cycle - would look like this:

4/16 - Site Eligibility (Grantham goes to ZBA)*
1/17 - Apply (1st Round) - presumably will not get.
1/18 - 1/3\$
1/19 - 2nd Round

Noted that in order for the project's units to count towards the affordable housing inventory in Concord, Project has to be permitted by mid-2020 (after census).

* Discussed Ground Lease, Pro-forma budget and Conceptual Phase.

-Greg commented that Grantham may be reluctant to proceed given lack of financial commitment from Town. Barbara is more positive on Grantham.

-Phil suggested that the TF assist with communicating / advocating for JV vs. the Housing Board.

Greg reviewed the Appropriation Recommendation (attached). The budget for CHDC is \$120K. It is possible that in the future any surplus could be allocated to the JV project (subject to Town meeting approval).

Barbara with Walter /Grantham will refresh Document that David Hale prepared in the past.

Walter - Grantham should itemize what the \$3M comprises - and see which items could be financed by the Town.

Greg is part of an "ad-hoc" committee at Rec. with Jeff Adams of Natural Resources to discuss the "non-housing" piece of the JV project.

Other agenda items:

- Minutes from previous meeting were approved.
- Alan Bogosian has resigned from the CHDC
- We need to look for a Book-keeper.- One check for \$3K needs to go out.

There being no further items, upon motion, the meeting adjourned at 8:20PM.

Respectfully submitted,

-Amir Viskin.

Meeting of the Concord Housing Development Corporation (CHDC) held on

January 12, 2016

Meeting was convened at 7:05PM in the town office at Keyes Road. Attending members: Barbara Morse, Chairperson Emeritus; Liz Rust, Phil Posner, Co-Chair; Jerry Evans, Amir Viskin; Steve Ng, Select Board Liaison, Mary Lee Boris.

The board discussed the LLC formed to hold JV land. The entity will be kept until there is a decision on what to do with the land. Barbara and David are the current managers and they will resign.

There was a motion to appoint Phil and Marshall as the new managers.
There was a motion to take steps to remain in compliance with the state (filing, fees, etc)

We discussed the need for a book-keeper - publicize job description.

Liz presented process for small grant program - awards are made twice / yr. January 31 and June 30.

Suggested to form a sub-committee to expedite review process (sub committee reviews and brings to the board for vote / approval every two months.)

Sub-committee members were appointed: Jerry, Amir, Marshall, Mary Lee, and Lara.

Discussed whether there should be a Grant Agreement (see example) signed by the home owner. Liz will draft an agreement for review. Liz will also draft an annual letter to home-owners, and present a Program Process for the March meeting.

The board will have a discussion about how it fits with the vision of CHDC.

Barbara gave an update on the Task Force: - slow process, Walter (Grantham) was present at meeting -seem relaxed about how the process is unfolding.

Phil update on Grantham - need to spend money for Site civil Engineering. A motion was passed to approve \$20K towards Civil Eng. site survey (Fuss & O'Neill).

Phil presented the Development Agreement (general in nature at this point) - to be executed after DHCD submission.

Discuss whether to ask from Fuss & O'Neill for a "will to serve" and use of document in case Grantham pulls out in the future.

The Agreement will be brought for approval next meeting.

- Minutes from the December meeting will be reviewed in February.
- Jerry Evans was elected Treasurer
- Amir Viskin was elected Clerk,

There being no further items, upon motion, the meeting adjourned at 9:00 PM.

Respectfully submitted,

-Amir Viskin.

Minutes of the Meeting of the Concord Housing Development Corporation (CHDC) held on

February 9, 2016

Meeting was convened at 7:05PM in the town office at Keyes Road. Attending: Barbara Morse, Marshall McLean, Phil Posner, Jerry Evans, Greg Higgins, Amir Viskin, Marilyn Boris.

Insurance Renewal

Phil will call the agency for any recommendations regarding risk management of the JV property.

Phil will complete application and check and pay for the policy renewal.

Administrative matters

Reviewed and approved proposal for bookkeeper, with a retainer of \$150/month, start 3/2016, and go back to reconcile records starting 7/2015.

JV

Phil presented the draft of the Grant Lease with Grantham. Options of a payment in lieu of taxes or TIF (tax increment financing) will be discussed at the town level. The current agreements general in nature and spells out the process without specifics.

Phil will ask Lee Smith to research the CHDC corporate status, and function without bidding process. Approved \$20K - out of CPA fund (specified for JV).

Next steps:

- 1-DHCD project eligibility
- 2- Letter to Selectmen (30 day comment period)
- 3-40B application

Discussed organizing a forum for public input of the public land component. Phil will ask Golson for proposal.

Task Force

Barbara updated on progress of Task Force

Potential funding sources: CPC - \$1M, Free Cash \$1M, Concord Housing Foundation \$200K, Mass Works (utilities), and Home funds.

Chairman Breakfast

Discussed rotating participation of CHDC members

Approved contribution of up to \$6K - subject to receipt of invoice to the Regional Housing Services office (Liz and Dan) to account for time and efforts on behalf of JV and small Grants.

Previous minutes were submitted and approved.

Small grants will be reviewed by the sub-committee, and voted during the March meeting.

Amir will compile a roster of members and contact information.

Discussed Publicity and potential use of PR consultant (in coordination with Grantham)

There being no further items, upon motion, the meeting adjourned at 8:55 PM.

Respectfully submitted,

-Amir Viskin.

Approved at the meeting held on 3/8/2016 (with one one abstention)

Minutes of the Meeting of the Concord Housing Development Corporation (CHDC) held on

March 8, 2016

Meeting was convened at 7:05PM in the town office at Keyes Road. Attending: Marshall McLean, Phil Posner, Jerry Evans, Lee Smith, Amir Viskin, Liz Rust, Marilynn Boris.

The board formally welcomes Lee and Marilynn as members.

Phil Posner updated:

- Hired the bookkeeper.
- CHDC submitted filings for JV LLC. We should investigate waiving the annual fee (\$500) since we are a non-profit.
- Dropbox links - repository of historical documents from David Hale. Organize in the next couple of months.

Liz Rust presented an outline of new program ideas:

1- Buy-Down programs (see exhibit)

In order to execute:

Lottery to find buyers

Buyer is in control

CHDC buys - then sells to winner of the lottery.

2- Down payment assistance (see exhibit)

Example: Non-profit in Lowell, programs in the Cape, and a program in Acton.

Discussed various models to identify properties (after identifying buyers. Liz / sub-committee negotiates with seller.

p.e. this year CPA has allocated \$120K for affordable housing (or Emerson annex)

We need to explore the parameters: Budget/yr. We will develop the idea and present to CPA in September - priority to Emerson Annex at this stage)

Liz will prepare a spreadsheet for discussion for next meeting and update amounts.

The general goal is to broaden the scope of activities of CHDC - as stated by Marshall.

OPEN SPACE

Marsha is supportive of the process. Reported interest in JV in conjunction with open space.

Scheduled a public workshop for May 17. Jennifer Goldson will assist/facilitate a discussion of potential uses of the land (~9 acres).

We currently have a Site Plan by Places Assoc. We conveyed information to Grantham (ideally we would have a basic plan to build on concepts after the workshop)

Phil will communicate with Grantham and update the board.

Jennifer and Marsha;; will work to invite sympathetic/supportive stakeholders (p.e. the Bruce Freeman, NRC, Sudbury Valley conservancy).

Marsh suggested that we work on the branding - put an update memo - deliver to all committees and Concord Journal, etc. (every Quarter or six months). Barbara will work on this.

Note: there is a logo - acceptable to the board. Lee will ask ROb for the original file.

Reviewed Jennifer's contract and approved by CHDC. Cost should come from JV budget.

Current balances in CHDC account for JV (approx.):

\$174K - less \$20K committed to site plan.

SMALL GRANTS

Liz summarized the proposals, and the sub-committee recommended approval of all 5* requests.

For future discussion:

- can we go above the cap (generally - stick to the cap)
- uncover additional sources of funding (fund-raising)
- Set limits per cycle
- should 2% of equity counts as income?

Lee suggested - prior to next cycle discuss parameters, including small grant agreement.

* approved proposal 31 contingent on receiving outstanding information.

RHSO letter - will discuss in next month's meeting.

PR suggestions

Jerry will have a conference call with Phil and Marshall.

Minutes of the February meeting were presented and approved - one abstention.

Next meeting to be held April 12, 7PM.

There being no further items, the meeting was adjourned at 9:05PM

Minutes of the Meeting of the Concord Housing Development Corporation (CHDC) held on

April 12, 2016

Meeting was convened at 7:05PM in the town office at Keyes Road. Attending: Marshall McLean, Phil Posner, Barbara Morse, Jerry Evans, Lee Smith, Amir Viskin, Marilynn Boris, Dan Gaulin.

Motion to pay \$960 E&O insurance passed

Update from members on Town meeting : TM approved \$125 + reserve towards JV.

SMALL GRANTS

discuss priorities in future meeting. Historically, CPA was not in favor of funding. Currently, Lalli Woods funds the Small Grants program.

TASK FORCE

Barbara updates the board on Task Force. Last meeting on 4/13, then the TF will submit a report.

The general view:

- \$1M - free cash (town reserve)

- \$1M - CPA (over two years)

- \$200K - Concord Housing Foundation

Then go to State for balance - request raising the \$500K ceiling for credits.

JV

Grantham - application to DHCD expected in a few days.

Phil presented a plan based p info of Place Assoc. (Fuss & O'Neill)

Will check if "flipping" the building so that parking/loading is closer to Rail Trail is feasible.

Total expected height 40' including 5' parapet.

Staying out of the Conservation Comm. purview.

Request rough marking for site walk.

Jerry suggested a Large Plan print showing open space, Whintrop St., River, Prison, etc.

Jennifer and Walter connected regarding the Public Input presentation planned for May 17 - 7pm. A site walk will be planned before the meeting.

PR

Proposal was discussed. Scope is too wide at this point, and may conflict with May 17 meeting.

Defer until after the meeting, and towards permitting phase (Fall 2016)

Jerry/Phil will request a revised proposal for discussion in May's board meeting.

OTHER EFFORTs

Communication with other boards.

Identify Local residents for one on one communication and build network of support for the JV project.

Develop a communication piece.

MISC.

Baby gift to Lara - under \$50.

There being no further items, the meeting was adjourned at 8:40PM

These minutes were approved 5/10/2016.

Minutes of the Meeting of the Concord Housing Development Corporation (CHDC) held on

May 10, 2016

Meeting was convened at 7:00PM in the town office at Keyes Road. Attending: Marshall McLean, Phil Posner, Barbara Morse, Jerry Evans, Lee Smith, Amir Viskin, Marylynn Boris, Steven Ng.

Phil update - Bookkeeping and bank procedures in place. Invoices and receipt go to Phil/Jerry.

Gift to Lara was presented.

PUBLIC INPUT OPEN SPACE MEETING

Finalized agenda and times for Public Input meeting scheduled for May 17.

Update - site walk on previous week had good attendance (approx. 10 people including neighbors, w.c. advisory comm., planning board members).

Phil and Barbara met with Jennifer and Rebecca. There will be outreach for next week's meeting.

Discussed site plan by Fuss & O'Neill, including building siting. Discussed 200ft riverfront zone.

Discussed NW corner potential uses including possible use as group home - Jerry will reach out to Kevin Hurley of Minuteman ARC.

Discussed logistic for the meeting (presentation materials, food)

Coordination with B.F. trail

Approved Certificate of Donation (to avoid appraisal) Phil is approved to sign it.

J.V. crosses the trail and will need access to utilities and the access will need to be designed to carry truck load.

We have easement from DOT to access site - B.F. is aware.

J.V. STATUS AND TIMELINE

1. DHCD application was submitted.

2. DHCD will respond to Board of Selectmen,

BoS accepted recommendation of Task Force re: sources of funding: Free Cash, CPC, Housing Consortium (will write grant)

Fin. Comm. meets 5/26

3. Application to Zoning board (8/16)

4. Public Hearing (Labor Day)

5. Comprehensive permit (good for five years)

OTHER

Payment made to Jennifer Goldson

1st installment to Fuss & O'Neill.

Small Grants program - review in future meeting.

There being no further items, the meeting was adjourned at 9:05 PM

Next meeting will take place July 12, 2016

Minutes of the Meeting of the Concord Housing Development Corporation (CHDC) held on

June 14, 2016

Meeting was convened at 7:00PM in the town office at Keyes Road. Attending: Marshall McLean, Phil Posner, Barbara Morse, Lee Smith, Amir Viskin.

UPDATES

Barbara and Phil attended the following meetings:

B+P Selectment and Planning Board

P Fin Comm., Open Space

Walter of Grantham attended the Fin Comm.

Planning Board met to discuss Eligibility Letter (see exhibits).

Response from town expected by 6/27. The DHCD will confirm eligibility, and Walter files a comprehensive permit by end of 2016.

The Financial Committee will have a follow up discussion of the JV project..

DHCD, Grantham and Marcia were on site, with Phil.

Future GROUP HOME on the site

The idea is off the table (the CHDC board agrees). CHDC will communicate this decision to town committees. and the space will remain open space.

ACCESS TO PROPERTY

The access to the property is through Whintrop Street. The idea to use "prison road" for construction access is not viable.

PUBLIC SEWER will not be available at the site.

High flow (>10K gallons / day requires permitting at the state level.

Phil asked Elizabeth (add title) to clarify/comment.

There was a discussion of possible grant from Massworks for infrastructure.

Goldson submitted the OPEN SPACE PUBLIC INPUT MEETING draft report.

Give copy to PR firm for comments on scope. Their focus should be to communicate the need for affordable assisted living.

During next meeting we will continue discussion to clarify who lead the request of funds from CPA.

SMALL GRANTS update

2 came through.

Marshall will contact Laura regarding next round.

OTHER

Book keeping - books are up to date.

Payment process is in place.

Certificate of Donation (BF Trail project) - Phil signed with comments.

There being no further items, the meeting was adjourned at 8:30 PM

Next meeting will take place July 12, 2016