

housing Partnership  
LCP

**From:** JAMES CHAPMAN  
**To:** Chapman, Wendy; Fernandes, Mary  
**Subject:** Meetings to Post  
**Date:** Tuesday, January 8, 2019 2:09:20 PM

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Please Post on Website:

January 16, 2019 Bourne Housing Partnership Meeting 3:00p.m.

January 16, 2019 Bourne Affordable Housing Trust and Partnership Meeting 4:00p.m. ✓

Agendas to follow when complete.

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2019 JAN 08 PM 2:30  
JAMES CHAPMAN  
BOURNE HOUSING PARTNERSHIP

## Notice

Joint meeting of the Bourne Housing Partnership  
and  
The Bourne Affordable Housing Trust  
Wednesday, January 16, 2019 at 4:00 PM  
Bourne Veterans Community Center  
239 Main St. Buzzards Bay MA 02532

4:00 PM

### Joint Meeting of Bourne Housing Partnership and Bourne Affordable Housing Trust

#### Agenda

All items on this agenda are subject to deliberation and a possible vote

#### **Enter into Joint Session of Bourne Housing Partnership and Bourne Affordable Housing Trust to consider CPA applications and funding.**

- 1) Financial Status Report on CPA Funds.
- 2) Consideration of CPA Applications to be submitted for FY 2020 CPA Funding.
- 3) Consider vote to support the Bourne Housing Authority's application for FY 2020 CPA funding.
- 4). Vote to adjourn Joint session.

2019 AUG 15 AM 8:09  
TOWN CLERK BOURNE  
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**Notice**

Bourne Housing Partnership Meeting  
Wednesday, January 16, 2019 at 3:00 PM  
Bourne Veterans Community Center  
239 Main St. Buzzards Bay MA 02532

2019 JAN 11 PM 3: 27  
TOWN CLERK BOURNE

**Agenda**

All items on this agenda are subject to deliberation and a possible vote.

- 1) Consider minutes of June 14, 2018 meeting.
- 2) Consideration of Affordable Housing Unit requirements to be established after public hearings by the Partnership as proscribed in the Towns Zoning By Law.
- 3). Monitoring, Marketing, Refinancing, and Re-sales of affordable deed restricted homes: Vote on action to be taken subject to notice of intent to sell 12 High Ridge Dr., Buzzards Bay; foreclosure notice for 29 Deseret, Buzzards Bay; update on assessment and construction issues at 22 Settlers Hill.
- 3) Status of Calamar Project – Town Planner
- 4) Accessory Dwelling Interpretation by ZBA Town Planner and report on research from other Towns.
- 5) 56 Meeting House Rd. – status of two affordable rental units.
- 6) Vote to adjourn.

Susan Ross  
Chairperson

## Notice

Bourne Housing Partnership Meeting  
Wednesday, February 13, 2019 at 4:00 PM  
Bourne Veterans Community Center  
239 Main St. Buzzards Bay MA 02532

## Agenda

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- 4) 56 Meeting House Rd. – status of two affordable rental units.
- 5) Consider joining a regional ready renter list program and/or hiring a contract monitoring agency with possible collaboration with the Bourne Affordable Housing Trust.
- 5) Vote to adjourn.

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Chairperson

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239 Main St. Buzzards Bay MA 02532

RECEIVED

2019 JAN 11 PM 3:27

**Agenda**

TOWN CLERK BOURNE

All items on this agenda are subject to deliberation and a possible vote.

**1. Enter into Joint Session with Bourne Affordable Housing Trust to consider CPA applications and funding.**

2. Adjourn.

Susan Ross  
Chairperson

BOURNE HOUSING PARTNERSHIP MEETING  
MINUTES – January 16, 2019

2019 AUG 12 AM 9: 54

Meeting: Location: Bourne Veterans Memorial Community Building  
239 Main Street, Buzzards Bay, Ma. 02532

Members Present: Sue Ross, Debra Jordan, Jim Donoghue, Albert Hill,  
Coreen Moore

Others Present: Kerry Horman, Affordable Housing Program Administrator  
James Chapman, Administrative Support

**Meeting was called to order at 3:02 p.m. By Chairperson, Susan Ross**

- 1. Consider minutes of previous meetings:** There were no changes, additions, or deletions. There was a motion made by Ms. Jordan and seconded by Mr. Hill to approve the Partnership Meeting Minutes from June 14, 2018. Unanimous vote by all members. Ms. Ross entertained a motion to approve the Executive Minutes from April 19, 2018 as stated minutes had no changes, additions, or deletions and to keep them undisclosed. There was a motion made by Mr. Hill and seconded by Mr. Donoghue. Unanimous vote by all members.
- 2. Consideration of Affordable Housing Unit requirements to be established after public hearings by the Partnership as prescribed in the Towns Zoning by Law:** Mr. Horman passed out a 3 page document (attached) regarding the affordable housing unit definition/sample partnership regulations with the recently amended zoning and additional requirements. Mr. Horman also passed out a copy (attached) of the 2018 US Department of HUD maximum allowable rents at the HUD calculated high-volume rent units and/or low home rent limit for fair market rents. There was a calculation sheet (attached) provided by Laura from HUD regarding the rents of a 70% rent schedule. This included a studio, 1bedroom, 2 bedrooms, and 3 bedrooms with utilities included. Mr. Horman stated that we worked with Ms. Moore and the Planning Board regarding amending the zoning definition for an affordable unit at the town meeting. Part of the core of this as recommended by Kathleen O'Donnell our attorney is that we didn't want to have the zoning ordinance include a lot of specialized requirements. In the zoning ordinance it stipulates that the Housing Partnership should establish the requirements. Subsequently, to make changes at times depending on public hearings. The first item for discussion is the pricing of affordable units. The first section deals with maximum sale price and then the maximum resale price. We have mostly done single-family houses in this town. It is set at 70% of the median income. That is the maximum percentage, but we price the homes lower. We do this in relationship to working with a private developer. Pilgrim Pines was used as an example. Pilgrim Pines was done before this universal deed rider was put in place. Subsequently, they were allowed to go to 72.5%. The methodology used by DHCD for its local initiative program and for inclusion on the commonwealths subsidized housing inventory is 70%. Ms. Ross reemphasized that the maximum sale price and the maximum resale price is set at 70%. Mr. Horman agreed. Ms. Ross further indicated that we had to go by the deed. She further clarified that the old Nightingale Pond estate units are not at 70%. If we find that they're not at 70% but at 80% we can't make them go down to 70%. Mr. Horman agreed. Ms. Ross said that

based on this we should make an addition to the regulation to indicate the sample of Nightingale Pond Estates based on the deed restriction. Mr. Horman agreed stating that we should get with Kathleen O'Donnell to see if the earlier ones are grandfathered in. We may or may not need terminology to cover this issue. The language is regarding new permits. Ms. Ross discussed the old deed riders versus a new resale. Ms. Moore stated that this is under the policies and procedures under the Partnership. So this does not go to the Planning Board and asked if that's where we're going with this. Mr. Horman and Ms. Ross agreed. Ms. Moore stated that this is promulgated by the Housing Partnership policies and procedures for pricing. She further indicated that we can say "as of the date" so we don't have to go back. Mr. Horman clarified and said that this would be the date of approval at the public hearing. Ms. Moore also stated that the document should be dated so if it's ever revised the date is shown. Mr. Horman asked if we should put in a phrase relative to that. All were in agreement. Ms. Moore stated that you need to just include that the old deed riders existed before the new policy came out. Mr. Horman said that the next issue is rentals. Mr. Horman talked to Rieko at DHCD and their rule is that the rents cannot exceed 80%. However we know mathematically the problem with that is that if we set it at 80% that everybody that comes in is actually spending more statistically than 30% of the median income because they're all below 80%. In the past, we had talked about using HUD fair market rents with the assumption that those actually represent affordability at 30% with people that are at 65% median household income. Mr. Horman asked the Partnership to refer to the 2 sheets that were handed out regarding rents. Ms. Ross asked questions regarding the setting of rules and stated that her problem is if someone comes in with a pro forma indicating that the profit margins are low and that the only way they were going to be able to do the project is to do 80%. Subsequently, they would have to back out or we have to allow them to do 80%. The other side is what if we have somebody that has multiple units and is willing to do one at 80% and one at 50%. Mr. Horman said that we know we can't do more than 80%. Ms. Ross said that we should look at language that would make it as affordable as possible or words to that effect. However, Ms. Ross did not feel that 70% was appropriate and set in stone so that some small person is left out because they're redoing a house, or doing 1 unit, or the person is making a fortune because they got the house for nothing. Subsequently, they should be doing 60% or 80% and 50%. The 50% person is left out. Mr. Horman's only concern is avoiding the ability to be arbitrary. So if we said 70%, unless the applicant can demonstrate a financial need to go to a higher level like 80% then we start getting involved in reviewing. Ms. Moore deals with zoning laws all the time and I don't believe that you can tell one person they could do it at 60% and another at 70%, etc. We must have a standard to follow. Ms. Moore said that it would depend on the profit margin. As an example, the developer comes in and we know they not supposed to make more than 20% profit. Mr. Horman stated that this is only if it is under 40 B. Ms. Ross stated that we could ask them to show a pro forma for anything above 70%. When this was brought up at town meeting someone mentioned that the rates were not affordable for some people. Ms. Riordan mentioned that she didn't want people to think that we were arbitrary or capricious because we are picking and choosing. However, she agreed that some of the numbers are not affordable. Ms. Ross stated that these are not home ownership but are rentals. Mr. Hill stated that the sad fact is that some people are not able to afford it at any level. It doesn't sound good at town meeting, but that's the fact and we can't please everybody. Mr. Horman mentioned that Calamar is struggling and they are a large project. Ms. Moore indicated that they are not working off a shoestring, and they wouldn't be building a large project if this was the case. The whole thing is about Calamar not being able to show the bank the costs and the bank does not want to commit to variables. The bank requires concrete information, i.e., how much money the units would be bringing in. That is why we do the fair market rent there and not percentages because everybody is different and they couldn't figure that into their finances. Mr. Donoghue stated that he felt part of the problem was to attract the developers. If the number is set at 70%, the developer knows coming into the town that is what he has to work



with. If the 70% becomes a problem down the road we can always revisit this. Mr. Horman stated that for developers, the critical problem is the unknown. Mr. Horman asked if there's any reason why a developer if they can show proof, whether they can apply for a variance. For instance, instead of 70% doing it at 75%. Ms. Moore stated that this is in the policies and procedures and not zoning so who would they get the relief from. Mr. Horman stated that we are reacting to what is in the zoning. Ms. Ross stated that we could change it because we are setting it at a hearing. Ms. Riordan stated that she was a little concerned about this because we were getting back to the topic of arbitrary and capricious. She further indicated that she's leaning more towards a number and staying with it and keep it simple. Ms. Moore asked what the numbers were for DHCD to put them on the list. Mr. Horman said 80%. Ms. Moore said and we are set 70%. Mr. Horman said that we are saying 70% because 80% doesn't make sense. Ms. Moore asked if we can put in language that if it's an ownership, it's 80% or something else and if it's a rental 70%. Mr. Horman said that that is basically what the language now states; it just doesn't give numbers on the ownership. He additionally stated that the reason he wanted the members to have these fact sheets are because we've talked about HUD numbers and our goal was to get to 65% rent including utilities. Mr. Horman explained the differences between Laura's rent limit from the state and HUDS rent limit for a 2 bedroom unit with the difference being about \$25 and is closer to 65%. Ms. Ross stated that these rents for the 2 bedrooms are low and that's a good thing in some instances and not others. She further stated that this is just not for developers but also as an example for somebody to get permission to rent in their house. The owner can't afford to rent it at the stated limits if they are told that they have to do an affordable. Ms. Ross went on to say that if we are going to put in this language in order for people to get the permits that they are going to have to be approved by LIP and how much is it going to cost the landlord and what is the method they have to go through. We can't just tell people they have to go through this and then find out as an example; it's going to cost them \$10,000. Ms. Ross is concerned do to the problems with Calamar and getting it on the inventory because of the language. Mr. Horman stated that all the information is gathered and sent to DHCD. Ms. Ross stated that if we are going to put it in for inclusion we have to know how they do that, who's going to do it, and how much is it going to cost them. Subsequently, if we are going to do it, how much is it going to cost us? The bottom line is if we're going to approve these, we have to know what the whole procedure is in regards to the SHI list. There was a miscommunication between Laura's 70% rent schedule and Partnership regulations which was clarified. There was a motion made by Mr. Donoghue and seconded by Mr. Hill, that the language be changed that rents for deed restricted affordable rental units shall be no greater than that which is affordable for households earning 70% of the area medium income for an appropriate size household based on the number of bedrooms in the rental property. Such maximum rental price including utilities shall be determined by the Housing Partnership using the same methodology used by the Housing Authority or by a similar methodology approved by the Housing Partnership and acceptable to DHCD for inclusion in the subsidized housing inventory. Unanimous vote of all members. Mr. Horman addressed the next section of the handout. As part of the current zoning requirement it states, in no case shall rents be more than the HUD fair market rents including utilities, with adjustments for household size, as reported by the U. S. Department of Housing and Urban Development for Barnstable in effect at the time. HUD fair market rents including utilities are higher than what we just established. So we essentially stayed under that and met that condition. Therefore, we are covered by the zoning ordinance. Ms. Jordan mentioned that in recent years HUD made a calculation error in their fair market rents and it was dropped lower so for our programs we would normally subsidize the payments up to 100%, but in 2016 or 2017 we had to subsidize at 110%. In essence, we went a year with their calculations to low and then it came up the next year. Mr. Horman stated that this is one of the reasons Kathleen O'Donnell said that we should have a public hearing process so that we can amend things as needed. We never know when new legislation may be introduced.

determine once the appraisal comes in to recommend to the town whether we market the property or not. Mr. Horman believes the unit will be coming in and selling under \$170,000. Mr. Horman has at least one person under the resale ready buyers list that was generated when we did 31 Wing Rd. When that resale comes in its going to say does the town want to find a buyer, doesn't want to buy it, or does it want the owner to do it. If the chairperson has the authority once we see the numbers, whether we want to take on the responsibility of finding a buyer, we could vote on this issue so we don't have to come back and have another meeting. There was further discussion regarding the aforementioned and the fact that the owner does not have a buyer and the procedures to follow in case the person on the ready buyer list does not want property. Ms. Ross stated that if the person from the ready buyer list does not want the property that we would put it on the market and not buy the property ourselves. After further discussion, there was a motion made Ms. Moore and seconded by Mr. Hill that if 12 High Ridge Dr. appraisal comes in that the Chairperson along with the Housing Programs Administrator has the authority to determine whether we should recommend to the town that the Partnership be responsible for finding a buyer. Unanimous vote by all members. Ms. Ross stated that the foreclosure on 29 Desert is not the Partnerships. This belongs to the Cape Cod Commission. Ms. Ross gave an update on the assessment and construction issues at 22 Settlers Hill. There have been problems with the basement and multiple problems with Pilgrim Pines since the owner bought the house. The town did not assess it as affordable. Consequently, she got taxed much higher than she was supposed to and she ran out of escrow money. They took her mortgage payment and raised it to what the new tax was. Consequently, she has to pay back all the extra tax so she hasn't been able to pay her mortgage. Even though the town made the mistake you can't give back tax money unless you put it in front of the State. They asked the State and the State said no. We have a new assessor who has been great. He did this huge packet and sent it to the State. He went way above and beyond to help. Hopefully, by the end of the month we will hear something. However if they still say no, he's going to have her come in and work with her to develop a hardship case.

4. **Status of Calamar Project – Town Planner:** This agenda item not discussed.
5. **Accessory Dwelling Interpretation by ZBA Town Planner and report on research from other Towns:** This topic discussed in item 2.
6. **56 Meeting House Road – status of two affordable rental units:** This agenda item not discussed.
7. **Vote to adjourn:** The Bourne Housing Partnership and the Bourne Affordable Housing Trust went into Joint session at 4:19p.m., to consider CPA applications and funding. There was a motion made by Judith Riordan and seconded by Debra Jordan to adjourn the Joint Bourne Affordable Housing Trust Meeting and Bourne Housing Partnership Meeting at 4:35p.m. and to have the Bourne Affordable Housing Trust Meeting continue. Unanimous vote by all members.

Respectfully Submitted,

James Chapman  
Administrative Support

New 10% Don Zoning Ordinance approve at Town Meeting Oct 2018

- 3 (a)** Residential developments whether new construction, alteration, or expansion that results in a net increase of 10 or more dwelling units shall include a minimum of 10% of the total number of units available to low and moderate income residents in accordance with the Commonwealth of Massachusetts Department of Housing and Community Development Standards for affordable housing.
- b) Residential or mixed use developments (rental or ownership) with 55 or more total units are required to meet all standards set forth by the Department of Housing and Community Development (DHCD) to ensure all affordable units are placed on the Commonwealth's Subsidized Housing Inventory. The developer is responsible for incurring all costs and is also responsible for administering the process associated with attaining the affordable units on the Commonwealths Subsidized Housing Inventory.
- c) Affordable rentals are to be rented at pricing not to exceed HUD fair market rent levels including utilities. Affordable homeownership units shall be sold initially at pricing not more than the amount allowed under DHCD's Local Initiative Program Guidelines for Barnstable County and be deed restricted in perpetuity with an affordable deed restriction approved by the Bourne Housing Partnership.

**DEFINITION – AFFORDABLE UNIT**

Section V Definitions currently reads:

**Bourne Affordable Housing Unit:** A dwelling unit for which the Bourne Housing Partnership certifies the following, based upon procedural regulations for implementation of this provision, such regulations to be adopted and from time to time amended following public hearings by that Partnership.

- a) There is assurance through shared equity, repurchase agreement, or other means enforceable by the Town that the unit will be limited as permanently as legally permissible to sale, resale, or rental to households having income at or below 80% of the Barnstable County median household income, with adjustments for household size, as reported by the U.S. Department of Housing and Urban Development.
- b) There is assurance that a good faith effort will be made to give occupancy preference to persons resident in the Town year-round or employed by the Town.

U.S. DEPARTMENT OF HUD  
STATE: MASSACHUSETTS

2018 HOME PROGRAM RENTS

PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<b>Barnstable Town, MA MISA</b>							
LOW HOME RENT LIMIT	790	846	1015	1173	1308	1443	1578
HIGH HOME RENT LIMIT	956	1083	1331	1529	1686	1842	1998
For Information Only:							
FAIR MARKET RENT	956	1083	1441	1817	1994	2282	2579
50% RENT LIMIT	790	846	1015	1173	1308	1443	1578
65% RENT LIMIT	1033	1108	1331	1529	1686	1842	1998
<b>Boston-Cambridge-Quincy, MA-NH HUD Metro FMR</b>							
LOW HOME RENT LIMIT	943	1011	1213	1401	1563	1725	1886
HIGH HOME RENT LIMIT	1253	1344	1614	1857	2051	2245	2489
For Information Only:							
FAIR MARKET RENT	1253	1421	1740	2182	2370	2726	3081
50% RENT LIMIT	943	1011	1213	1401	1563	1725	1886
65% RENT LIMIT	1253	1344	1614	1857	2051	2245	2489
<b>Brockton, MA HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	768	823	988	1141	1273	1405	1536
HIGH HOME RENT LIMIT	980	1064	1336	1534	1691	1848	2005
For Information Only:							
FAIR MARKET RENT	980	1064	1365	1726	1947	2239	2531
50% RENT LIMIT	768	823	988	1141	1273	1405	1536
65% RENT LIMIT	1036	1111	1336	1534	1691	1848	2005
<b>Lawrence, MA-NH HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	815	890	1068	1235	1377	1520	1662
HIGH HOME RENT LIMIT	815	929	1187	1488	1619	1862	2055
For Information Only:							
FAIR MARKET RENT	815	929	1187	1488	1619	1862	2105
50% RENT LIMIT	815	890	1068	1235	1377	1520	1662
65% RENT LIMIT	1061	1138	1368	1572	1734	1895	2055
<b>Lowell, MA HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	922	988	1185	1370	1528	1686	1844
HIGH HOME RENT LIMIT	955	1098	1392	1745	1896	2111	2292
For Information Only:							
FAIR MARKET RENT	955	1098	1392	1745	1896	2180	2465
50% RENT LIMIT	922	988	1185	1370	1528	1686	1844
65% RENT LIMIT	1179	1264	1519	1747	1930	2111	2292
<b>Pittsfield, MA HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	685	817	985	1137	1268	1400	1531
HIGH HOME RENT LIMIT	685	817	1000	1254	1409	1620	1832
For Information Only:							
FAIR MARKET RENT	685	817	1000	1254	1409	1620	1832
50% RENT LIMIT	766	820	985	1137	1268	1400	1531
65% RENT LIMIT	1016	1090	1309	1504	1659	1811	1964

For all HOME projects, the maximum allowable rent is the HUD calculated High HOME Rent Limit and/or Low HOME Rent Limit.

# Joint Bourne Affordable Housing Trust Meeting & Bourne Housing Partnership

## Minutes- January 16, 2019

**Meeting Location:** Bourne Veterans Community Center  
239 Main Street, Buzzards Bay, Ma. 02532

**Bourne Affordable Housing Trust Members Present:** Susan Ross, Judith Riordan, Jim Donoghue, Stephen Walsh

Members Absent: Peter Meier

**Others Present:** Kerry Horman, Affordable Housing Program Administrator  
James Chapman, Administrative Support

**Bourne Housing Partnership Members Present:** Debra Jordan, Jim Donoghue, Albert Hill, Coreen Moore

**Meeting called to order at 4:19 p.m. by Chairperson Susan Ross.**

**1. Enter into Joint Session with Bourne Housing Partnership to consider CPA application and funding: Members Present from Bourne Housing Partnership:** Debra Jordan, Jim Donoghue, Albert Hill, Coreen Moore

Mr. Horman passed out the attached CPA applications for the Trust and Partnership to review. Mr. Horman then gave an overview of the applications. The first application covers administrative costs along with legal, office supplies, septic, engineers and miscellaneous expenses totaling \$59,200 for the Trust. This is identical to last year's request along with the updates. After discussion, there was a motion made by Mr. Walsh and seconded by Mr. Donoghue to accept the application for \$59,200. Unanimous vote of all Trustees. Mr. Horman passed out the second CPA application request which is the buy down, and gave an explanation for the money needed by item. He explained, that we have not yet received the final numbers from the developer. However, we do know that the project at 228 Main St. will be at the most 18 units. This means, that if we were trying to go from 10% to 25% we need to buy down 3 units, because the developer has to do 2 units due to the ordinance of 10% affordable. We have presented the developer with a calculated range that we believe is reasonable. The developers were given the highest range of what we may be able to agree to. We have recalculated this and studied it a little bit more. Subsequently, after we ran the numbers, we are down about \$50,000 from the high part to the low part which is about \$55,000. If we can get the \$150,000 for the second application from the CPA committee we should

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2019 AUG 12 AM 9:55

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**Agenda**

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- 2) Consideration of Affordable Housing Unit requirements to be established after public hearings by the Partnership as proscribed in the Towns Zoning By Law.
- 3). Monitoring, Marketing, Refinancing, and Re-sales of affordable deed restricted homes: status of notice of intent to sell 12 High Ridge Dr., Buzzards Bay;
- 4) 56 Meeting House Rd. – status of two affordable rental units.
- 5) Consider joining a regional ready renter list program and/or hiring a contract monitoring agency with possible collaboration with the Bourne Affordable Housing Trust.
- 5) Vote to adjourn.

Susan Ross  
Chairperson

33.48  
11/15

2005

### Draft Requirements for Affordable Units under the Bourne Zoning Bylaw

3/12/2005

2005 MAR 12 AM 9:55

Number of units/ Location. Note: all affordable rental units must meeting the Massachusetts LIP program design guidelines unless otherwise noted.	Rental Rate i.e. not more than	Deeded Restriction (Yes or no) Term	Marketing/monitoring
1 unit accessory not defined as affordable  Town wide	By Special Permit from ZBA  70% LIP RATE "recommended"	Per ZBA	N/A
1 to 2 units Town wide and in Growth Incentive Zone (GIZ) Must meet LIP construction standards (and All affordable units must be found eligible for inclusion on the Subsidized Housing Inventory list???)	70% LIP RATE by unit size adjusted annually and including utilities according to the same scheduled as the Bourne Housing Authority	Yes - minimum of 30 years  <i>60 or 90 yrs</i>	<ol style="list-style-type: none"> <li>1) Tenants are from a DHCD approved "ready renter list" approved by the Partnership and certified as eligible by the agency managing the ready renter list and monitoring agent approved by the Partnership</li> <li>2) Tenants are found from a fair marketing process by the owner approved by the Partnership (&amp; DHCD ?)</li> <li>3) Tenant holds a Section 8 or Massachusetts Mobile Rental voucher (and approved by DHCD?)</li> </ol> <p>Monitoring will include annual report to the Partnership/or a designated monitoring agent listing all tenants with updated financial eligibility information and, upon change of tenancy.</p>

*Comments for the Board*  
*Review for the Board*  
*Approved by the Board*  
*Approved by the Board*  
*Approved by the Board*  
*Approved by the Board*

## Draft Requirements for Affordable Units under the Bourne Zoning Bylaw

<p>3 or more units town wide including in the Growth Incentive Zone except that where a project in the GIZ contains more than 55 units in total the GIZ requirements will be in effect.</p> <p>Must meet LIP construction standards</p>	<p>70% LIP RATE by unit size adjusted annually and including utilities according to the same scheduled as the Bourne Housing Authority</p>	<p>Yes – minimum of 30 years</p>	<p>All affordable units must be found eligible for inclusion on the Subsidized Housing Inventory list.</p> <p>1) In properties of up to 5 affordable units on initial rent up tenants may be from a DHCD approved “ready renter list” approved by the Partnership and certified as eligible by the agency managing the ready renter list and by Bourne approved monitoring agent</p> <p>2) Tenants are found from a fair marketing process by the owner approved by the Partnership and DHCD. Monitoring to be approved in accordance with the approved marketing plan and inclusion in the SHI list.</p>
<p><b>FOR SALE PROPERTIES:</b></p> <p><b>New</b></p> <p>Must meet LIP construction standards</p>	<p>Sale Price set for households at 70% of median household income by LIP Formula</p>	<p>In Perpetuity</p>	<p>Sale process in accordance with LIP Guidelines and approved by DHCD for inclusion in the SHI</p>
<p><b>RESALE OF DEED RESTRICTED OWNERSHIP PROPERTIES</b></p>	<p>PER DEED RIDER*</p>	<p>PER DEED RIDER*</p>	<p>PER DEED RIDER*</p> <p>*Where older deed riders are in place the Partnership will encourage a change to the newer “universal deed rider”.</p>



# Draft Requirements for Affordable Units under the Bourne Zoning Bylaw

## ATTACHMENT 1

### OUTSIDE RESOURCES

#### 1) Initial Lottery or Marketing Process

Barnstable Housing Authority will do complete process and initial monitoring after the lottery (Flyer on file).  
Cape Cod Ready Renters (DHCD Approved) per Town membership \$6,000 (would do marketing for Bourne specifically) or per unit cost to developer of 1 months rent + \$700 for advertising. Good for new projects of up to 5 affordable units.  
Plymouth Housing Authority will do lotteries- still researching

#### 2) Monitoring:

Barnstable Housing Authority

Initial Monitoring after lottery – Price to be confirmed

Annual monitoring for continued eligibility \$150-\$200 per unit

Turn over \$150-\$200 per unit (since BHA is certifying want to review even if coming from CC Ready Renters Program)

**70% rents and language for permit**

Laura Shufelt [LShufelt@mhp.net]

Sent: Wednesday, October 24, 2018 2:09 PM

To: Affordable Homes; Kerry Horman (bournehousingpartnership@hotmail.com)

Hi Kerry,

It was great talking with you this morning.

The 70% rent schedule is:

Studio	1 BR	2 BR	3 BR
\$1,057	\$1,207	\$1,358	\$1,508
Utilities included			

The language for a permit should be:

Affordable units created under this permit must be eligible for inclusion in the town's Subsidized Housing Inventory, approved as Local Action Units under the Local Initiative Program of the Department of Housing and Community Development.

Thanks,

-Laura



Laura F. Shufelt, Assistant Director, Community Assistance  
 Massachusetts Housing Partnership  
 160 Federal Street, Boston, MA. 02110  
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## Barnstable Town Fair Market Rent FY 2018 Barnstable Town, MA MSA

Rental Data

Fair Market Rent Prices in Barnstable Town, MA :

Massachusetts

\$956	\$1,083	\$1,441	\$1,817	\$1,984
Studio / Efficiency	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
0-BR	1-BR	2-BR	3-BR	4-BR

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Expensive 40th Percentile Metro Area

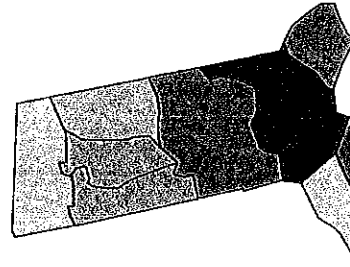
Fair Market Rent prices in Barnstable Town are **very high** compared to the national average. This FMR area is **more expensive** than **97%** of other FMR areas. Fair Market Rent for a two-bedroom apartment in Barnstable Town is \$1,441 per month.

The previous year, rent for a two-bedroom home was \$1,240 per month. This is a 16.21% increase year-over-year.

This FMR rate applies to **South Harwich, MA, Hyannis Port, MA, South Wellfleet, MA, West Hyannisport, MA, Cummaquid, MA, West Chatham, MA, North Truro, MA, Sagamore, MA, Woods Hole, MA, South Orleans, MA** and other cities within the region. The Metro Code or CBSA code for this region is **METRO12700M12700**.

Additionally, This Fair Market Rent (FMR) area **Barnstable Town, MA MSA** spans fifteen counties or cities in Massachusetts which are listed in the table below. Estimated population of Barnstable Town, MA MSA FMR area is 215,888 people based on 2010 Census data.

Compared to the rest of Massachusetts, the Barnstable Town FMR area is more expensive than 75% of the state.



Massachusetts Rents Map

Click on the map to view more another region.

[See Nationwide Map \(/states/2018/#map\)](#)

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#### What is Fair Market Rent?

Fair Market Rent is determined each fiscal year by the HUD and is used to set payment standards for federal housing assistance programs in Barnstable Town. Fair Market Rent is the **40th-percentile of typical rentals** in a given region.

[Learn more /articles/what-is-fair-market-rent](#)

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## Draft Requirements for Affordable Units under the Bourne Zoning Bylaw

<b>Number of units/ Location.</b> <b>Note: all affordable rental units must meeting the Massachusetts LIP program design guidelines unless otherwise noted.</b>	<b>Rental Rate ie not more than</b>	<b>Deeded Restriction (yes or no)</b>  <b>Term</b>	<b>Marketing/monitoring</b>  <b>All tenants must be income eligible individuals or families (80% of median or less and meet other eligibility requirements</b>
1 unit accessory not defined as affordable  Town wide	By Special Permit from ZBA  70% LIP RATE "recommended"	Per ZBA	N/A
1 to 2 units Town wide and in Growth Incentive Zone (GIZ) Must meet LIP construction standards	70% LIP RATE by unit size adjusted annually and including utilities according to the same scheduled as the Bourne Housing Authority	Yes – minimum of 30 years	<ol style="list-style-type: none"> <li>1) Tenants are from a DHCD approved "ready renter list" approved by the Partnership and certified as eligible by the agency managing the ready renter list.</li> <li>2) Tenants are found from a fair marketing process by the owner approved by the Partnership.</li> <li>3) Tenant holds a Section 8 or Massachusetts Mobile Rental voucher</li> </ol> <p>Monitoring will include annual report to the Partnership listing all tenants with updated financial eligibility information and, upon change of tenancy.</p>

## Draft Requirements for Affordable Units under the Bourne Zoning Bylaw

<p>3 or more units town wide including in the Growth Incentive Zone except that where a project in the GIZ contains more than 55 units in total the GIZ requirements will be in effect.</p> <p>Must meet LIP construction standards</p>	<p>70% LIP RATE by unit size adjusted annually and including utilities according to the same scheduled as the Bourne Housing Authority</p>	<p>Yes - minimum of 30 years</p>	<p>All affordable units must be found eligible for inclusion on the Subsidized Housing Inventory list.</p> <p>1) Tenants are from a DHCD approved "ready renter list" approved by the Partnership and certified as eligible by the agency managing the ready renter list.</p> <p>2) Tenants are found from a fair marketing process by the owner approved by the Partnership and DHCD. Monitoring to be approved in accordance with the approved marketing plan and inclusion in the SHI list.</p>
<p><b>FOR SALE PROPERTIES:</b></p> <p><b>New</b></p> <p>Must meet LIP construction standards</p>	<p>Sale Price set for households at 70% of median household income by LIP Formula</p>	<p>In Perpetuity</p>	<p>Sale process in accordance with LIP Guidelines and approved by DHCD for inclusion in the SHI</p>
<p><b>RESALE OF DEED RESTRICTED OWNERSHIP PROPERTIES</b></p>	<p>PER DEED RIDER*</p>	<p>PER DEED RIDER*</p>	<p>PER DEED RIDER*</p> <p>*Where older deed riders are in place the Partnership will encourage a change to the newer "universal deed rider".</p>

**BOURNE HOUSING PARTNERSHIP MEETING  
MINUTES – February 13, 2019**

Meeting: Location: Bourne Veterans Memorial Community Building  
239 Main Street, Buzzards Bay, Ma. 02532

Members Present: Sue Ross, Debra Jordan, Albert Hill

Others Present: Kerry Horman, Affordable Housing Program Administrator  
James Chapman, Administrative Support

Excused Absence: Coreen Moore, Jim Donoghue

**Meeting was called to order at 4:02 p.m. By Chairperson, Susan Ross**

1. **Consider minutes of previous meetings:** There was a motion made by Ms. Jordan and seconded by Mr. Hill to postpone the review and approval of the Bourne Housing Partnership Meeting and the Joint Bourne Affordable Housing Trust/Bourne Housing Partnership Meeting from January 16, 2019, until the next meeting. Unanimous vote of all members.

2. **Consideration of affordable housing unit requirements to be established after public hearings by the Partnership as prescribed in the town's zoning by Law:** Mr. Horman passed out an information packet (attached) that contained the 10% zoning ordinance approved at town meeting in October 2018. In specific, item 3 regarding residential developments that results in a net increase of 10 or more dwelling units. It also outlined residential or mixed use developments with 55 or more total units that are required to meet all standards set by DHCD to ensure affordable units are placed on the Commonwealth's subsidized housing inventory list. It stipulates that affordable rentals are to be rented at pricing not to exceed HUD fair market rent levels including utilities. The second part of the outline described the definition of an affordable unit stating that a dwelling unit for which the Bourne Housing Partnership certifies must be based upon procedural regulations for implementation of the provision. Amendments can happen following public hearings by the Partnership. The 2<sup>nd</sup> handout in the package contained draft requirements for affordable units/Location under the Bourne zoning bylaw. It is broken down by the number of units/location, and must meet the Massachusetts LIP program design guidelines. Mr. Horman gave a general overview of all the handouts. He mentioned that during the last meeting there was a question as to whether the Partnership had the authority to have public meetings. Mr. Horman talked with Kathleen O'Donnell our attorney regarding this matter. Ms. O'Donnell had a response asking "why wouldn't the Partnership have the right to hold public hearings. Especially if you understand that a public hearing is the same as public meetings. The language was written that way so that the public process was to set the guidelines with input from anyone". Mr. Guerino will get with town Council when he returns regarding this matter. Mr. Horman explained that the zoning board can allow accessory dwellings under certain conditions, however in this format; they would not be considered an affordable unit. It would just be an accessory dwelling and there wouldn't be any deed restrictions. Subsequently, we could recommend to the zoning board a rent schedule. Ms. Ross stated that it couldn't be considered an affordable unit unless the ZBA allows an accessory unit and follows affordable guidelines and monitored by the Partnership. Mr. Horman further explained that anything that is already in place like a deed restricted unit, stands as it is written, according to our attorney. Ms. Ross asked if Kathleen O'Donnell said anything about Meeting House Road where it's already been pre-approved or does the landlord have to take anybody that comes along and then only charge 30%? Mr. Horman said that this is a complicated question and hasn't been responded to yet. Mr. Horman discussed regulations relative to single-family for-sale affordable houses. We follow the LIP standard which is at the price range of 70% of median household income, using 30% of their income with the deed restriction in perpetuity. We are familiar with the States conditions and we follow LIP marketing.

Mr. Horman referred to the attachment regarding rentals. He said probably all the committee would like every affordable to be put was on the SHI list if it were simple. We do not have to worry about for-sale houses because we do the monitoring and marketing. However, for rentals, in order for them to be on the SHI list there has to be a fair marketing process. The State has approved a Cape Cod Ready Renters list. Ms. Ross mentioned that there were 3 towns mentioned in the Cape Cod Times as using a ready renters list from Plymouth, but was for Cape Cod, conducted by Mary Weygan from South Yarmouth. We could've been notified that this existed. Mr. Horman stated that this is actually done by the Plymouth Housing Authority and we could go through them directly. However Mary Weygan stated that it would be more expensive. Mr. Horman explained the program and that it is for projects of up to 5 units. We can join this regional group for \$6000 that would be good until June 2020. Subsequently it would cost another \$6000 for the following 2 years. If we joined, they would do a specific marketing program for Bourne and be included in the whole list as well. They would generate a freestanding marketing list. There was discussion regarding the money paid until June 2020 and would it be cost-effective for the Partnership at this time. There is only one potential client at Meetinghouse Road which is uncertain at this point. The Calamar and Ryan Correia projects were discussed. The Partnership wants marketing to be as economically feasible as possible for the developers and for the Partnership. We do not have the capability of doing these types of rental lotteries or the monitoring. Mr. Hill asked whose responsibility it was. Mr. Horman stated it was the responsibility of the Partnership according to the zoning ordinance, to come up with the rules and regulations. However, it is not our responsibility to monitor all the units. It is our responsibility to make sure there is a monitoring program in place. Mr. Hill stated that if he understands this correctly, that if we come up with the general outline the developer will do the marketing according to that outline. Mr. Horman stated that that is correct. The Calamar project was discussed regarding the split marketing costs. Ms. Ross brought up the issue of the SHI list which was discussed by all members which also included the efforts being made regarding the number of units and what the overall goal is. Mr. Horman brought up the ready renters list and the fair marketing which is the hard part of the SHI list. Ms. Ross stated that she was all for the ready renters list but did not realize that the \$6000 would only cover 18 months. There was further discussion regarding the 2 units at Meetinghouse Road and the costs which was one month rent and \$700 which is excessive. Ms. Jordan said that she has driven by the property and there's not even a sign out there indicating there are any units for rent. Ms. Ross said that the landlord doesn't know what to do at this point because of the need for clarification of the 30% condition in the variance. The question to the lawyer is that if somebody comes in and they only make a \$1000 a month, does the landlord only have to ask for 30% of the \$1000 for rent? Or, can she set the price at what we agreed to last time. What does all this mean legally? Ms. Jordan stated that they sent the landlord a very good voucher holder, but she wanted a credit report and other things. This is a concern. Ms. Ross said that she would talk to the landlord. Consequently, the landlord can't advertise because it is uncertain whether she can only take the 30% of their income because that is what the variance says. Mr. Horman stated that he told the landlord it would be wise to take someone with a section 8 voucher because it would eliminate the question of the 30%. Also, she should be back in front of the zoning board to amend this issue because it doesn't make sense and the ZBA needs to clarify this point. Ms. Ross will inform the landlord and also tell her that if there is a voucher she does not have to do a credit report. In addition, she will get with Lee Berger to see what was meant when it was initially written. There was discussion regarding the Partnership and the certification that is required. Mr. Horman stated that we should send a letter to the zoning board saying that we recommend that they allow her to set the rent. This way people under 80% median income could come in as long as they qualify and then she can rent the unit. Ms. Ross asked if a person who has a rental has to use the ready rental list. Mr. Horman said no. If the zoning board came to us and said somebody wants to do an accessory dwelling what do you think we should do as a recommendation for the rent? We could suggest to them to use the 70% LIP rent.

Mr. Horman explained that the next item is where we have 1 or 2 unit's town wide or in the growth incentive zone which must meet LIP construction standards. Mr. Hill asked the question regarding why anybody would want to go through all of the aforementioned

material if the zoning board can approve the building? In addition, why would anybody want us to tell them what the rent is when they want to rent it for the most they can? Ms. Ross said it would be in cases where the zoning board or planning would only approve a project if it included affordable rentals. There was a general discussion on the affordable's and the SHI list. Mr. Horman then explained that sometimes the fair market rent is lower than the LIP rent. We have a condition in the growth incentive zone that the rents cannot exceed HUD fair market rents. Subsequently, if we only use this 70% LIP rate right now for efficiencies and one-bedroom units the LIP rent is higher than the HUD rent. There was a general discussion about using the LIP 70% schedule and the growth incentive zone in that it is contrary to the maximum allowed under the zoning ordinance. There was a general discussion on LIP versus HUD market rents using the handouts as a guide. Ms. Ross stated that we need to pick one because we have to do this each year. We can't pick and choose based upon the number of bedrooms and the different rates. Mr. Horman stated that the growth incentive zone is the only area where it states that you cannot exceed the fair market rents. It is not in the town wide zoning in general. Ms. Ross stated that we have to go by what is written down about the growth incentive zone and we can't just change it. Mr. Horman stated that nothing says that the rents can't be less; it just can't be higher than what has been established. Furthermore, the handout states that it is up to us to establish the rents outside of the growth incentive zone. Mr. Hill asked if you could take an average of the two rents and split it down the middle. Mr. Horman said that you cannot do this because the key component is that the larger projects like Calamar, we want on the SHI list. Subsequently, we have to meet the State's requirements for affordable units. There was further discussion regarding the developers and consistency. Ms. Ross said that the developers need a number to go for their financing. Therefore, we cannot change back and forth. Ms. Ross said that because of the work that Mr. Horman and Kathleen O'Donnell did on these issues, we can have another public hearing next year if things aren't working the way we want them to. So maybe, we need to try to establish one standard that somebody can see when they look at it. We are basically looking at 1 and 2 bedrooms. Ms. Jordan asked if the purpose of this discussion is because some people may get excluded. The answer was no, it's a matter of fairness of rents. It was also mentioned that there is not much difference between the LIP and HUD rents. Mr. Horman said the concern is how we come up with a system that works. For instance, if we had a project that came in this year and we approved it at the State 70%, next year the rents are going to go up. So, the question is do we stick with that 70% through the life of the project because there is going to be a deed restriction? Ms. Ross stated that the rents change every year and on the deed restriction they could put language in regarding renewal of rentals. She further explained what developers have to go through financially and the standard they have to go by when they put in the application and before the first tenants move in. Mr. Horman said that we could put in a stipulation that says at the time of permitting whichever of the 2 rents is the lowest is the maximum rent that the developer can charge. From that point on, they will stay with that standard for those rents. The problem is the difference between the number of bedrooms. It was also mentioned that if the HUD rent was higher the unit or units would not be eligible for the SHI list. Mr. Hill said that other towns must be going through the same problem. There was discussion on this. Mr. Horman send an email to about 60 housing specialists asking them what they do with the smaller affordable projects. There was no response. A hypothetical is like the units at 56 Meetinghouse Rd. which should never have been approved. This is because of the lot not the units. There was discussion about going before the boards and the words **not to exceed** which is spelled out in the different constraints which affect the SHI list. Ms. Ross indicated that she is not for switching back and forth but is for sticking with one rule. Mr. Horman was concerned with the LIP rent being higher than the fair market rent or lower than the fair market rent and how it affects the SHI list and/or the zoning ordinance. Ms. Jordan expressed concern that we must be consistent and treat everybody fairly. In her opinion we must choose LIP or fair market. The fair market rents change every year and sometimes they go up and sometimes they go down. We cannot predict what is going to happen and we need to go with one or the other. Mr. Horman will call regarding the answers needed regarding the SHI list. Mr. Horman stated that the next problem is in regards to the marketing and monitoring. He is trying to come up with a schedule regarding the various sizes of the projects. If we have a 1 or 2 bedroom rental under the heading of marketing and



monitoring, it says that all tenants must be income eligible at or below 80% of the median household income. What are the options for the landlord to get approved tenants to meet the standard? It would be in a deed restriction for a minimum of 30 years. Because they are on the DHCD rental ready list, approved by the Partnership and certified as eligible by the agency managing the ready renter list, the landlord can take them. In essence, if they want to do their own marketing on a fair market basis found by the owner and approved by the Partnership they can do it. The tenant holds a section 8 or Massachusetts mobile rental voucher approved by DHCD. Monitoring will include an annual report to the Partnership or its designated monitoring agent listing all tenants with updated financial eligibility information and upon change of tenancy. Ms. Ross said that if somebody had a unit and they wanted their child or somebody else that meets the requirements in the unit, they could fill out an application for the renter ready list. However, this is if the renter ready list is not required to take the next available person which is what the whole accessory dwelling issue was about. Mr. Horman explained that the fair marketing process is to ensure that the process is equitable and not subject to discrimination. Mr. Hill said that is to our benefit to make sure they do the marketing. Mr. Horman said that people that have an accessory dwelling in their house want a say so of who the tenant is going to be. Mr. Hill stated that he believes the most important part of this process is to protect the town while providing affordable housing and following the rules. He further explained that the protection is that we get a project that we don't have any say in it because we don't meet our 10%. There was a discussion regarding accessory dwellings and seniors who needed the extra income. It was the general consensus that we can't always let the SHI list be our only focus. Ms. Jordan felt that this is all too much for people to go through for 1 or 2 units and some might result in subversive renting. Mr. Horman reminded the Partnership that this is only for units designated as affordable. Variances through the zoning board for affordable's was discussed. Mr. Horman said that if the Town was on the ready renter list program the landlord would not have to pay as they otherwise would. However, the Trust not the Partnership could charge a fee to recapture the \$6000. Mr. Horman said that if we join the ready renter list when it makes sense, it would generate tenants. The next question would be who was going to monitor it because each year an eligible tenant has to be reviewed whether they are still eligible or not and when there is a change in tenancy. Mr. Horman said that the Barnstable Housing Authority would do this for \$150-\$200 per unit a year. Ms. Ross said that if they get a tenant and get a new lease the landlord would pay the \$150-\$200. Mr. Hill said that he didn't think we would have a problem getting a list of tenants. Ms. Ross said that we could do that but then you have to get involved in marketing a certain way; certifying; background checks; financial checks, etc. Mr. Horman said that we should move forward to prepare for a public hearing; therefore we need to decide which direction to go in. There was final discussion regarding the number of units under the marketing/monitoring section of the draft requirements. Ms. Jordan expressed her concerns regarding the items and the coordination with the Barnstable Housing Authority. Ms. Jordan was assured that there will be no problem regarding this matter. Upon conclusion of the discussion it was decided that the new language will be changed as indicated below for the 1 to 2 affordable unit projects:

1. Tenants are from a DHCD approved ready renter list approved by the Partnership and certified as eligible by the agency managing the ready renter list and monitoring agent approved by the Partnership.
2. Tenants can be found by the owner and approved by the Housing Partnership as an income eligible tenant.
3. Tenant holds a section 8 or Massachusetts mobile renter voucher.

Monitoring will include annual report to the Partnership/or Barnstable Housing Authority listing all tenants with updated financial eligibility information and, upon change of tenancy.

Mr. Horman discussed the 3 or more unit's portion of the handout. This area is where we

have to come to an understanding on the rental rates. The GIZ zone is an area where we are going to be dealing with the issue of not greater than HUD fair market rents. Mr. Horman will get with Rieko on this issue and whether HUD fair market rents can be used. Ms. Ross asked why the marketing/monitoring section isn't the same as written above for 1 and 2 units. Mr. Horman said, it is because we are dealing with bigger projects of 3 or more affordable units which could be as large as 55 units under a 10% affordable requirement but not over 5 units. The people who do 1 to 2 units have the same route as for those who do 1 to 5 units. However it was noted that after 5 units we cannot use the renter ready list. He also said that we are not letting people that are doing 3 or more units do a non-fair market rent process. Percentages and the amount of units were discussed. The GIZ where the project contains more than 55 units and the requirements were discussed. The scale of the project is different for 1 and 2 units versus 3 to 5 units. After final discussion, it was decided not to change the language for 3 or more units. For-sale properties of the draft requirements was previously discussed as well as resale of deed restricted ownership properties. It was noted that any of the language can be amended during a public hearing. Mr. Horman will get with Rieko regarding fair market rents in the downtown GIZ for the over 55 units. Mr. Horman will ask Mary Weygan to submit a legal proposal. Ms. Ross said that we will have to decide whether the \$6000 would be worth it at this time. We don't have the projects going at this time. Calamar is still a year away and then the people have to be in there for a year before they could even use the ready renter list. Chances are we wouldn't use this list for two years. Ryan Correia uses the Plymouth Housing Authority. It was agreed upon that the renter buyers list is a good option going forward. Mr. Horman said that the Barnstable Housing Authority sent him a breakdown of their different avenues, and we may be able to use them for the Calamar project where the Trust is supposed to split the costs on the marketing. We may be able to use them to do the lottery process. Mr. Horman will look further into this matter.

**3. Monitoring, Marketing, Refinancing, and Re-sales of affordable deed restricted homes: status of notice of intent to sell 12 High Ridge Dr., Buzzards Bay:** Mr. Horman passed out an information packet (attached) regarding outside resources. Mr. Horman explained in detail the initial lottery and marketing process. Also, that the Cape Cod Ready Renter's (DHCD approved) per town membership costs \$6000 and they would do the marketing for Bourne specifically or per-unit cost to the developer for 1 month's rent plus \$700 for advertising. This is good for new projects up to 5 affordable units. Plymouth Housing Authority will do lotteries but still needs researching. He further explained, the Barnstable Housing Authority will do the initial monitoring after the lottery but the price has not been confirmed. The annual monitoring for continued eligibility will be between \$150-\$200 per unit. Because the Partnership is certifying eligibility, we want to review the turnover even if it comes from the Cape Cod Ready Rentals program. The handout contained the 70% rent schedule from studio up to 3 bedroom units with utilities included. It also contained 2018 HOME program rents from the US Department of HUD for Barnstable from efficiency to 6 bedroom units with the low and high rents, fair market rent, 50% rent limit, and 65% rent limit. The last page of the handout was a printout of the Barnstable town fair market rents for 2018. These rents range from a studio/efficiency to 4 bedroom units. Mr. Horman reminded members that during the last meeting there was a unanimous vote taken by the Partnership to delegate the Chairperson the authority to find a buyer for 12 High Ridge Dr. The notice to sell has been received. The sale price will be based on \$171,000, plus any marketing expenses. Mr. Horman believes he has 2 buyers. One is from the last lottery that has to get her pre-approval from the bank redone. A notice will be sent to Nancy Sundman (Town Administrative Ass't) stating that the Partnership wants to take this task on. However, the Partnership needs to go view the unit before taking on that responsibility. If it is not in good shape and she can't sell it, she could sell it to a flipper, if we say we don't want to take it on because she has a certain amount of time to sell the property. There was discussion as to whether she could legally do this because of deed restriction. It may be possible for her to do this and give the difference of the money back to the Housing Authority. We do not want her to sell the property to someone that is not qualified and we want to maintain control of the sale. Mr. Horman will check the deed rider.

4. **56 Meeting House Road - status of two affordable rental units:** This issue was discussed in length during item 3. Ms. Jordan asked if she should provide a section 8 voucher for 56 Meetinghouse Rd. if there are any applicants. The answer was yes.

5. **Consider joining a regional ready renter list program and/or hiring a contract monitoring agency with possible collaboration with the Bourne Affordable Housing Trust:** This issue was discussed in length in item 2/3. Mr. Horman will be getting more information regarding the contract on the regional ready renter list program before a decision is made whether to pursue this matter.

Ms. Ross stated that she and Ms. Jordan went before the CPA committee and they have no money with the exception of about \$165,000. Together, the Trust and Housing Authority gave them over \$400,000 of requests. The only thing we know at this point is that we will get the \$59,200 for the housing specialist account. The vote for the monies needed for the Bourne Housing Authority (1) application and the Bourne Housing Trust (2 applications) will be next week sometime. Mr. Johnson will be sending us updated fund article reports.

6. **Vote to adjourn:** There was a motion made to adjourn the meeting by Mr. Hill and seconded by Ms. Jordan at 5:35 p.m. Unanimous vote of all members.

Respectfully Submitted,

James Chapman  
Administrative Support

**Notice**

Bourne Housing Partnership Meeting  
Thursday, May 23, 2019 at 3:30 PM  
Bourne Veterans Community Center  
239 Main St. Buzzards Bay MA 02532

2019 AUG 12 AM 9:55

TOWN CLERK BOURNE

**Agenda**

All items on this agenda are subject to deliberation and a possible vote.

- 1) Consideration of the 24 condominium unit 40 B development proposed for 83 and 85 Waterhouse Rd, Bourne.
- 2) Consideration of Affordable Housing Unit requirements to be established by the Partnership as proscribed in the Town's Zoning Bylaw.
- 3). Monitoring, Marketing, Refinancing, and Re-sales of affordable deed restricted homes: status of the proposed sale of 12 High Ridge Dr., Buzzards Bay.
- 4) 56 Meeting House Rd. -- status of two affordable rental units.
- 5) Consider minutes of the January 16, 2019 Joint Partnership/Trust Meeting; January 16, 2019 Partnership Meeting; and February 13, 2019 Partnership Meeting.
- 6) Vote to adjourn.

Susan Ross  
Chairperson