

12.7.17
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MEMO

To: Members of the Community Preservation Committee
From: Aly Sabatino, Town Planner *AS*
Date: December 7, 2017

RE: Supplemental Information for the Affordable Housing Coordinator

Please find the attached documents from the Town of Brewster's part time Housing Coordinator. I believe that this supplemental information shows the importance and the roll that a Housing Coordinator can play in a town. Brewster's Housing Coordinator is funded through Community Preservation Act funds.

Thank you for your consideration of this matter.

Brewster Housing Coordinator Update September 2017

Jill Scalise

Building Relationships & Gathering Information:

- Had meetings with Mary Wagan (Yarmouth Affordable Housing/ CBDG Coordinator) and with Michelle Jarusiewicz (Provincetown Community Housing Specialist) about housing programs and their experiences as coordinators, included discussions on affordable housing trusts.
- Met with Denise Rego, Debra Johnson & Brenda Locke (Brewster Council on Aging) about the needs of Brewster elders.
- Attended HOME Consortium and Harwich Housing Committee meetings with Donna Kalinick. Also met with John Stewart (Director, Harwich/Chatham HA) & Art Bodin (Harwich Housing Comm) about Harwich Buy-down program.
- Attended CHAPA (Citizen's Housing and Planning Association) Housing Day at the MA Statehouse and met with legislative aides for Senator Cyr & Representative Peake.

Project: Buy-down Program

- Examining Brewster Buy-down Program intent and process: Met with CPC and with Housing Partnership Committee for input.
- Explored buy-down style programs including Yarmouth, Harwich, Chatham, Provincetown, Wellfleet & Barnstable County.
- Redesigning buy-down application

Project: Subsidized Housing Inventory (SHI)

- Continued compiling Excel spreadsheet of SHI. Created individual files for complete Belmont Park Neighborhood and for sold Sachemus Trail units.
- Researching issue of concern with one SHI unit and followed up on 2 additional units of concern. Also working with one affordable unit presently for sale

Project: Affordable Housing Trust

- Began research on Municipal Affordable Housing Trusts (MAHT). Created files with resources and information on MAHTs.

Community Outreach & Response

- Began Open Office Hours September 18th, hours every Monday 1-4pm. Announcement on website. Met with several Brewster residents.
- Fielded calls from Brewster residents with housing questions and from individuals and families in need of housing.
- Held HAC's White Rock Commons Lottery at Town Hall for two affordable deed restricted 3 bedroom homes. Drew names, met applicants & developer. Both lottery winners were qualified as local preference.

Brewster Housing Coordinator Update October 2017

Jill Scalise

Building Relationships & Gathering Information:

- Attended Cape Housing Institute weekly. Read CCC Housing Analysis.
- Local housing options & resident support: Attended two part training on Steps to Housing sponsored by the Regional Network to Address Homelessness. Researching and gathering applications for local affordable housing options. Met with director and had tour of Wells Court.
- Attended Brewster Housing Partnership Meeting, discussed Accessory Dwelling Units (ADU).

Project: Buy-down Program

- Redesigned buy-down application. In the process of examining buy-down program with Ryan and Donna, concerns emerged about legality of process. Ryan consulted Shirin Everett, KPLaw. Continue working to make sure program complies with CPA funding requirements.

Project: Subsidized Housing Inventory (SHI)

- Continued compiling Excel spreadsheet of SHI. Created individual files for Habitat James Burr Road homes and additional units.
- Received and went through list of potential affordable housing units (based on tax reductions) from Town Treasurer/ Collector to help ascertain which properties are affordable.
- Worked with Town Assessor regarding questions around the correct tax rate valuation for SHI homes, these are all stipulated in the individual deed riders. Also provided research on AMI.
- Continued research and outreach with issues of concern regarding 3 SHI units. DHCD shared progress on one unit. Also working with one affordable unit presently for sale and had inquiry from another SHI unit homeowner about potential resale process.

Project: Affordable Housing Trust

- Continued research on Municipal Affordable Housing Trusts (MAHT).

Community Outreach & Response

- Open office hours every Monday 1-4pm and meet with residents at other times upon request. Also field calls from Brewster residents with housing questions or in need of housing assistance. Had requests & follow-up meetings, phone or email contact with 16 people.

Miscellaneous

- CDBG Research. Brewster is a non-entitlement community. Possible eligibility for Community Development Fund. This requires further information and possible outreach to CDP.
- Began exploring Affordable/ Accessory Dwelling Unit information.
- Meet and talk regularly with Ryan Bennett and Donna Kalanick who provide continual guidance and direction. Their involvement and support has been critical for this housing work.

Brewster Housing Coordinator Update November 2017

Jill Scalise

Building Relationships & Gathering Information:

- Completed Cape Housing Institute. (12 participants associated with Brewster)
- Continue researching and compiling applications for local affordable housing options.
- Visited and met with the directors of King's Landing, Maplewood & the Woodlands.

Work Focus Areas:

1. Brewster Woods 40B Application (Housing Production Plan (HPP) Strategy #14)
 - Provided support for CPC. Wording discrepancy found in CPC/Brewster Woods grant agreement. Researched issue, compiled and provided documents to CPC acting chair and KP Law, presented findings and KP Law opinion at CPC meeting. CPC determined the changes not to be materially different, KP Law amending grant agreement. Communicated with Brewster Woods about issue.
 - ZBA: Provided support and research as requested (IE) Town Warrant authorization history, past peer review consultants. Attended ZBA meeting on Brewster Woods.
 - Attended 40B Workshop.
2. Community Outreach (HPP Strategy #13: Housing Education)
 - Hold open office hours every Monday 1-4pm, meet with residents at other times upon request. Had requests & follow-up meetings, phone or email contact with 10 people. Issues included: housing options & applications, homelessness, foreclosure prevention & elder placement.
 - Speaking at Brewster Community Network Forum on Housing: 12/7, 6:30PM at Ladies Library.
3. Municipal Housing Trust (HPP Strategy #7)
 - Continued research on Municipal Affordable Housing Trusts (MAHT).
 - Donna Kalinick & I met with Shelly Goehring (MHP staff member who focuses on trusts) about value & process of creating MAHT. She is willing to lead an information session for Brewster.
 - Presented information about potential MAHT at BHP meeting. BHP is supportive.
4. Buy-down Program (HPP Strategy #16: Fair Housing)
 - Received guidance from KP Law regarding compliance with CPA funding requirements, following this input, reworked buy-down application and created a draft of Affordable Fair Housing Marketing Plan. Consulted with HAC & Mass Housing Partnership (MHP) & local advocates on design. MHP offered to evaluate application & plan when complete.
5. Subsidized Housing Inventory (SHI) (HPP Strategy #10)
 - Continued compiling SHI spreadsheet and creating files on SHI units.
 - Investigating recent 40B units not yet on SHI (Cape View/ Brewster Landing & White Rock)
6. Accessory Dwelling Units (ADU) (HPP Strategy #1)
 - Continued discussion of ADU goals & potential bylaws with Brewster Housing Partnership (BHP)

Miscellaneous

- Created Implementation Table for Housing Production Plan (HPP) Implementation Strategies.
- Ryan Bennett and Donna Kalinick continue to provide essential guidance & support.