

1      **Approved September 5, 2024**  
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5      **THE SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE**  
6      **(SHOPC)**  
7      **MEETING MINUTES**  
8      **Thursday, July 11<sup>th</sup> @ 7:00PM**  
9      **VIRTUAL MEETING/REMOTE PARTICIPATION**

10     Members present: Jesse Stein, Tom Bhisitkul, Al Hamilton (Absent), Paul Desmond and Douglas  
11     Manz

12     **CALL TO ORDER:**

13     The meeting was called to order at 7:10 PM.

14     **Consent Agenda:**

15     **Metrowest Collaborative Affordable Housing Presentation:**

16     Metrowest Collaborative Affordable Housing (MCAH) was invited to give a presentation on third  
17     party non-profit affordable housing in Massachusetts. Sharone Small and Caitlan Madden of  
18     MCAH went through a slide presentation highlighting their experience in the development of  
19     affordable housing and how the process in general works. Members of SHOPC asked questions  
20     during the presentation for further clarification.

21     **Appointment of New Chair:**

22     The committee discussed the appointment of a new chair and vice chair for SHOPC. First item  
23     was the appointment of a new chair.

24     **MOTION** by Mr. Stein to nominate Mr. Manz as new chair of SHOPC **Seconded by** Mr. Desmond.  
25     **ROLL CALL: Stein-Yes, Bhisitkul-Yes, Desmond-Yes, Manz-Yes. VOTE to Approve: Yes-4, No-0,**  
26     **Abstain-0**

27     **Appointment of New Vice Chair:**

28     Second item was the appointment of a new vice chair.

29     **MOTION** by Mr. Stein to nominate Mr. Desmond as new vice chair of SHOPC **Seconded by** Mr.  
30     Bhisitkul. **ROLL CALL: Stein-Yes, Bhisitkul-Yes, Desmond-Yes, Manz-Yes. VOTE to Approve:**  
31     **Yes-4, No-0, Abstain-0**

32     **Paul Desmond Update on Conference:**

33     Paul gave an update on the MassHousing Partnership conference that he attended with  
34     MassHousing. Paul referenced there is a lot to do on affordable housing. Important to get the  
35     word out that affordable housing needs to get done in Southborough. MassHousing does do a  
36     lot of the lifting in the creation of affordable housing. The need for affordable housing is  
37     significant and the state referenced that the State is short over 55,000 units to be a stable housing

45 environment. The conference provided a lot of examples of how affordable housing does not  
46 negatively impact towns where they have been built. Conference also provided examples of how  
47 growth in housing is also good for Town. Also, references to that affordable senior housing is  
48 seem very favorably. Paul stated that it was encouraging to hear how other towns are doing  
49 affordable housing and that it is positive outcomes.

50  
51 Tom commented that Southborough does not have direct resources but are more of a facilitator  
52 of affordable housing. SHOPC's struggle has been more with execution of affordable housing  
53 given its advisory status. SHOPC will need to work on more strongly on encouraging the Select  
54 Board and other committees to get the community at large to be on board with affordable  
55 housing.

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57 Paul also commented on that another challenge is not having enough money to pursue affordable  
58 housing projects, including the recent 61A project. Paul suggested that we may be able to raise  
59 funds from private Southborough residents.

60  
61 Doug referenced that there is a deep need for housing in Southborough and in the State. He also  
62 referenced that the State has a lot of resources that can also be brought to bear on the creation  
63 of affordable housing in Southborough.

64  
65 **Approval of June 6<sup>th</sup> Meeting Minutes**

66 Doug inquired whether any member recalled seeing meeting minutes for June 6<sup>th</sup>. Neither Paul  
67 or Jesse recall seeing meeting minutes and Tom stated he was not present for the meeting on  
68 the 6<sup>th</sup>. Doug will follow up further on this topic.

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70 **SHOPC/AFHTC Consolidation Working Group**

71 Doug brought up that SHOPC may need to have a separate meeting to discuss and nominate a  
72 replacement of Doriann who was one of two SHOPC representatives of the Consolidation  
73 Working Group but who is no longer on SHOPC. SHOPC members discussed potential interest in  
74 being the second representative. Doug stated that he would follow up with Select Board member  
75 Andrew Dennington to determine exactly what action SHPOC need to take to fill the second  
76 representative.

77  
78 **Next Meeting Agenda**

79 SHOPC members discussed potential agenda items for the next meeting including i) joint meeting  
80 with Open Space Committee regarding potential future 61A parcels, ii) discussion of barriers to  
81 more housing in the existing Southborough zoning bylaws, iii) SHOPC approach to Chapter 61A,  
82 iv) Report back on SHOPC/AFHTC Consolidation Working Group, v) discussion of MBTA  
83 Communities Act which is pending before the Planning Board and vi) additional potential  
84 presentations by State Agencies such as MassHousing Partnership. SHOPC members then  
85 discussed potential meetings dates and elected to meet on Thursday, September 5<sup>th</sup> at 7:00 PM.

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87 **NEXT MEETING:**

88 The next meeting is scheduled for Thursday, September 5<sup>th</sup> at 7:00 PM.  
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91 **ADJOURN: MOTION** by Mr. Desmond to adjourn at 8:37 PM. **Seconded by Mr. Stein ROLL**  
92 **CALL: Stein-Yes, Desmond-Yes, Bhisitkul-Yes, Manz-Yes. VOTE to Approve: Yes-4, No-0,**  
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94 Respectfully Submitted,  
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96 Douglas J. Manz  
97 SHOPC Chair  
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# Our Experience

## Building Affordable Housing

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# Agenda

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- Intro to Metro West CD
- Metro West CD's Affordable Housing Model
- Road Map for Development on Town-Owned Land
- Development Spotlight



# Metro West Collaborative Development

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- Regional 501(c)(3) Non-Profit
- Founded in Watertown in 1991, now based in Newton
- Certified Community Development Corporation (CDC)
- Community Housing Development Organization (CHDO) for the West Metro HOME Consortium
- A trusted, mission-oriented, skilled, and collaborative partner

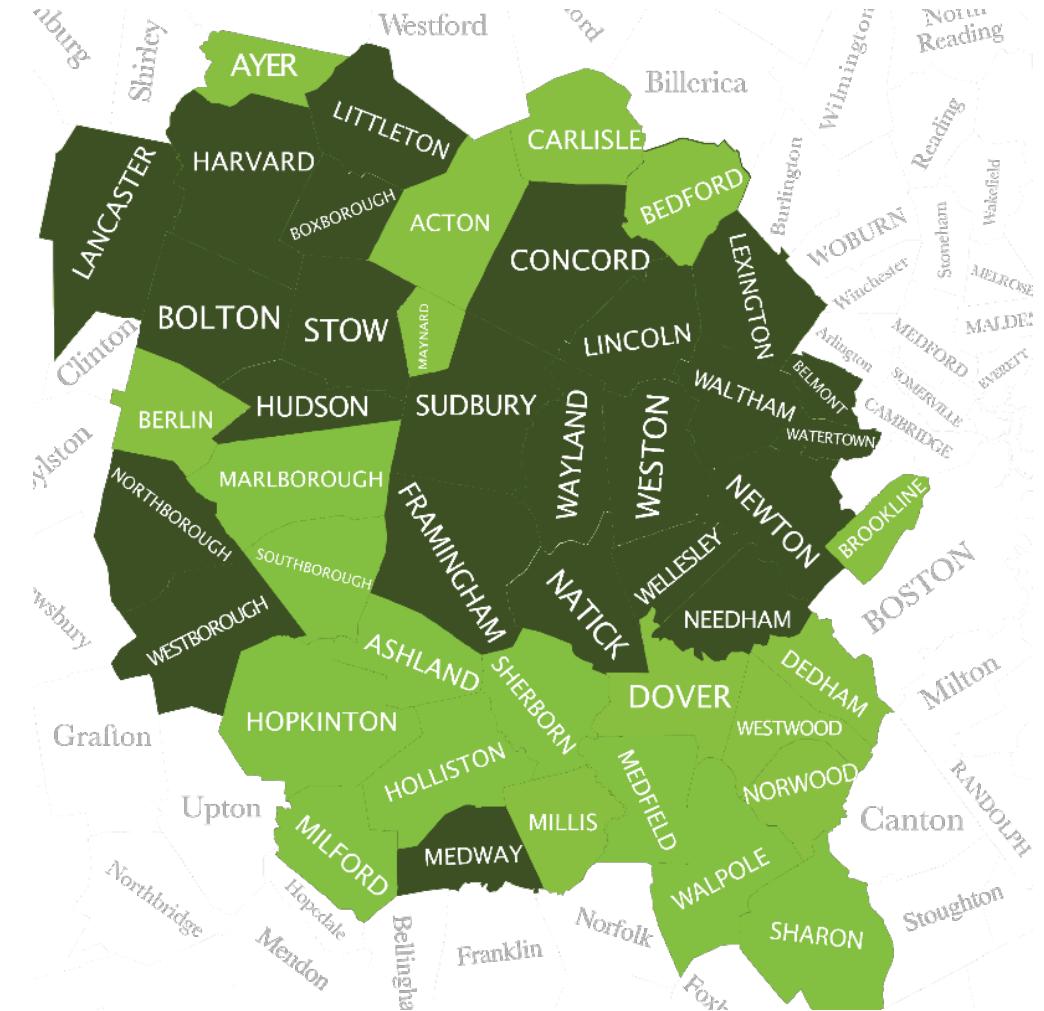


# Metro West Collaborative Development

# 46 Town Target Area

Metro West CD's efforts to promote affordable housing fall into three main categories:

1. **We connect** people to it – we work with individuals and families in their search for affordable housing and/or efforts to keep the affordable housing they have, including administering financial and emergency rental assistance.
2. **We advocate** for it – we work with community leaders to create and implement programs and policies that support the construction and preservation of affordable housing.
3. **We build** it – we leverage public and private resources to create high-quality, sustainable, permanently affordable housing.



# Metro West Collaborative Development: Housing Production Pipeline

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**Medway, MA**  
Glen Brook Way  
92 Unit Intergenerational  
Campus  
Completed 2024



**Hudson, MA**  
62 Packard Street  
40 Units  
In Construction



**Newton, MA**  
West Newton Armory  
43 Units  
Construction starting in 2025



# Metro West CD's Affordable Housing Model

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- Affordable Rental: Max. 30% - 80% Area Median Income (AMI), with 60% AMI average. Deed-restricted in perpetuity.
- Privately Owned: Metro West CD owns the land, serves as the developer, and owns and operates the building (with a professional property manager). Typically 40+ apartments.
- Dedicated Financing: Low-Income Housing Tax Credits (LIHTC) and a mix of private, Federal, state, and local sources. The municipality must provide a local (upfront) contribution.
- High-Quality: Beautifully designed, sustainable, accessible, and well-maintained.



Herring Brook Hill



# Road Map for Development on Town-Owned Land

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1. Motivation
2. The Idea
3. Feasibility
4. Site Control
5. RFP
6. Design, Permitting, Financing
7. Construction, Lease-up, Operations
8. Celebrate and begin again (everyone!)



# Road Map for Development on Town-Owned Land

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## 1. – 2. Motivation and The Idea (Local Folks)

- Political will and strong leadership are **key**

# Road Map for Development on Town-Owned Land

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## 3. – 5. Feasibility, Site Control, and RFP (Local Folks with T.A.)

- Technical Assistance is key for:
  - Determining project feasibility;
  - Setting community engagement groundwork; and
  - Creating an RFP that meets developer requirements.
- Example T.A. Topics
  - Disposition Process
  - Due Diligence Requirements
  - Public Bidding and Wage Requirements
  - And Many More

# Road Map for Development on Town-Owned Land

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## 6. – 7. Design, Permitting, Financing, Construction, Lease-up, and Operations (Metro West CD)

- Metro West CD takes over the technical tasks and keeps the local folks in the loop. Metro West CD:
  - Hires the architect and other consultants
  - Files the permit application
  - Applies for the financing
  - Hires the general contractor
  - Oversees lease-up and operations
  - And anything else required

# Development Spotlight: Hudson

1. Motivation: AHT + Select Board member who saw a need to provide truly affordable housing in a gentrifying community and tough housing market; updated census #s coming.
2. The Idea: Vacant deteriorating municipal building / desire to take it off the town books + eliminate an eyesore, good location for housing.
3. Feasibility: Technical assistance grant from MassHousing to fund feasibility study, community engagement, and RFP.
4. Site Control: Town-owned site.
5. RFP: Competitive RFP process.



*Vacant Police Station*



*New Construction Affordable Housing*

# Development Spotlight: Hudson

## 6. Design, Permitting, Financing:

- Apartment building behind townhomes (more costly)
- Chapter 40B through EOHLC (Executive Office of Housing and Livable Communities).
- \$657,430 AHT Funds (as well as the land).
- 40 apartments affordable at 30% - 60% AMI.

## 7. Construction, Lease-up, Operations:

- Construction began in September 2023.
- 70% local preference (subject to funding compliance).





# Thank You!

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