

1 **Approved September 5, 2024**

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4 **THE SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE**
5 **(SHOPC)**

6 **MEETING MINUTES**

7 **Thursday, July 11th @ 7:00PM**

8 **VIRTUAL MEETING/REMOTE PARTICIPATION**
9

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

12
13 **CALL TO ORDER:**

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

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17 **Consent Agenda:**

18 **Metrowest Collaborative Affordable Housing Presentation:**

19 Metrowest Collaborative Affordable Housing (MCAH) was invited to give a presentation on third
20 party non-profit affordable housing in Massachusetts. Sharone Small and Caitlan Madden of
21 MCAH went through a slide presentation highlighting their experience in the development of
22 affordable housing and how the process in general works. Members of SHOPC asked questions
23 during the presentation for further clarification.
24

25 **Appointment of New Chair:**

26 The committee discussed the appointment of a new chair and vice chair for SHOPC. First item
27 was the appointment of a new chair.
28

29 **MOTION** by Mr. Stein to nominate Mr. Manz as new chair of SHOPC **Seconded by** Mr. Desmond.
30 **ROLL CALL: Stein-Yes, Bhisitkul-Yes, Desmond-Yes, Manz-Yes. VOTE to Approve: Yes-4, No-0,**
31 **Abstain-0**
32

33 **Appointment of New Vice Chair:**

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

35 **MOTION** by Mr. Stein to nominate Mr. Desmond as new vice chair of SHOPC **Seconded by** Mr.
36 Bhisitkul. **ROLL CALL: Stein-Yes, Bhisitkul-Yes, Desmond-Yes, Manz-Yes. VOTE to Approve:**
37 **Yes-4, No-0, Abstain-0**
38

39 **Paul Desmond Update on Conference:**

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

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

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

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

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

Approval of June 6th Meeting Minutes

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

SHOPC/AFHTC Consolidation Working Group

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

Next Meeting Agenda

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

NEXT MEETING:

The next meeting is scheduled for Thursday, September 5th at 7:00 PM.

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,**
93

94 Respectfully Submitted,

95
96 Douglas J. Manz
97 SHOPC Chair
98



Our Experience

Building Affordable Housing

Agenda

- 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

- 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



46 Town Target Area

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



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

- 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

Glen Brook Way Apartments



Road Map for Development on Town-Owned Land

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!)
-
- Local Folks
- Local Folks w/ technical assistance
- MWCD

Road Map for Development on Town-Owned Land

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

- Political will and strong leadership are key

Road Map for Development on Town-Owned Land

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

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!

Caitlin Madden, Executive Director
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