



DANVERS AFFORDABLE HOUSING TRUST

TOWN HALL, DANVERS, MASSACHUSETTS 01923
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Minutes June 17, 2013

Attending: Gardner Trask, Carla King, Don Gates, John Alden, Sally Calhoun, Tish Lentine

Staff: Susan Fletcher

Also Attending: Lynn Sweet, Susan Haber

Minutes of May 28, 2013

A motion was made, seconded and unanimously voted to approve the minutes of May 28, 2013 as written.

55 Coolidge Road

The Trustees were informed that the disposition of 55 Coolidge Road will be on the Selectmen's agenda in September. After a brief discussion a motion was made, seconded and unanimously voted to work with Habitat for Humanity to enable them to construct a single family home that can be easily retrofitted for the disabled and that the footprint of the structure be no smaller than the current building footprint. Staff will contact Habitat for the North Shore of the vote by the Trustees.

Aria at Hathorne Hill

The Trustees were informed that the Trust will be receiving \$92,000 as a result of the amendment to the Aria special permit that allowed for seven additional units to be constructed. With the increase of seven units the project became subject to the Multi-Family Affordability Provision in the Town's Zoning By-Law. The new owners of the property expect to forward the funds to the Trust after the closing on the property.

Staff was requested to send copies of the Multi-Family Affordability Provision in the Town's Zoning By-Law to members of the Trust

Housing Production Plan

Lynn Sweet and Susan Haber from LDS Consulting Group were present to speak to the Trustees about the services that they will be providing in the creation of a Housing

Production Plan for the Town. Lynn explained that they will begin with a comprehensive housing needs assessment LDS Consulting Group will examine existing studies and build off of their information while including the community in the process. They will research existing housing supply, conduct stakeholder interviews, and create an affordable housing inventory for the Town of Danvers. They will interview municipal officials and management personnel to create an affordable housing inventory as well as look at MLS and other homeownership data. They will speak directly with community stakeholders such as social service providers, business leaders and housing providers. Lynn believes that one on one interviews with stakeholders is more productive than holding a public meeting. At public meetings persons may be reluctant to share their concerns with a wide audience.

To determine demand, they will analyze demographics using the most recent Census data available, Regional Planning data and Esri reports. Esri projects trends in population, households and other matters in five year increments, in this case to 2017. They will look at how the Town of Danvers compares to its neighboring communities as well as the county and state on certain matters. Much of the 2010 detail census data has now been released. They will identify constraints and limitations to housing development based largely on feedback from various municipal departments as to infrastructure and the like. They will also drill down into specific census tracts to examine population, household and income trends to identify areas of higher density in the community.

The needs assessment will include estimates for the current need for multi-family rental housing, ownership housing, senior housing and persons with special needs and projected need. For each housing type, to the extent information is available; we will estimate the needs at different household income levels. They will then take this information, and document and prioritize local affordable housing needs.

The Comprehensive Needs Assessment will be the basis for creating a Housing Production Plan. We will incorporate what is needed into your affordable housing goals for the next five years. The goals will target a range of needs in your community, promote the preservation and development of affordable housing and encourage a diversity of housing stock and include a one year action plan.

As to implementation strategies Lynn explained that they will serve as a guide for achieving the affordable housing goals. The strategies will provide a comprehensive list of action items with a timeframe, responsible parties and outcomes. The Plan will also provide recommendations for zoning and regulatory changes to encourage the creation of and preservation of affordable housing as utilized in other Massachusetts communities. As part of their services, they will work with the Trustees to identify appropriate sites for affordable housing development but they will not analyze them.

The timeline for this project will be approximately six months to complete the Comprehensive Needs Assessment, Affordable Housing Goals and Implementation Strategies with a goal of completing the plan with state approval by February 28, 2014.

Trustees discussed the need for additional public outreach through a public meeting in addition to the stakeholder interviews. Lynn noted that could be incorporated into the scope of work for an

additional fee. It was the consensus of those present that an additional public meeting be included in the contract with LDS Consulting Group. Lynn recommended that this public forum be scheduled after the needs assessment and prior to the meetings with the Planning Board and Board of Selectmen. She also noted that part of the action plan will include the identification of existing funding sources for projects. Work will begin on the Plan in August 2013.

Updates

Conifer Commons

The lottery should begin in August for Phase 1 of the project and occupancy is expected by October 2013.

26 Mill Street

Don Preston informed staff that he expects that the duplex will be occupied by August 31, 2013. The water and sewer have been connected and the Boston College football team will be working on the landscaping for the project.

24 Cherry Street

Cindy Dunn informed staff that the discovery of asbestos has delayed the start of the construction process by ten days and added an additional \$18,000 to the cost of the project. Cindy estimates that the total cost for the project will be \$880,000 and that it will be finished by November.

Financial Report

The Financial Report for June is attached and made a part of these minutes.

A motion was made, seconded and unanimously voted to adjourn the meeting.

Respectfully submitted,

Tish Lentine
Clerk