

NORWICH PLANNING COMMISSION
AFFORDABLE HOUSING SUBCOMMITTEE

MINUTES

Monday, November 20, 2018, Tracy Hall

Members Present: Creigh Moffatt (Acting Chair), Jeff Lubell, Paul Manganiello, Jeff Goodrich,
Members Absent: Kathleen Shepherd, Ralph Hybels
Staff: Rod Francis, Planning and Zoning Director
Others/Public:

Moffatt called the meeting to order at 5:12 PM.

1. **Agenda** – Approved
2. **Comments from the Public** – None
3. **Minutes** – 8-13-18 minutes were approved unanimously???
4. **Announcements, Reports & Correspondence**
 - a. Correspondence
 - i. Email from Stuart Richards re: Town Survey – duly noted
 - ii. Email from Stuart Richards – re: Affordable Housing Inc. Notes – duly noted

5. **Affordable Housing Education Series**

Discussed Session 3, presented on October 22, 2018, on alternative septic solutions, presentations from Terry Shearer (ANR, Springfield office) and Jesse Hills of Cob Hill co-housing project were detailed and informative.

6. **\$45,000 Affordable Housing Fund**

Members discussed recommended goals, definitions and other considerations for Town staff and the Selectboard to contemplate in the adoption of policies to control the use of the fund.

- a. Goals
 - i. To facilitate the provision of housing that remains affordable in perpetuity
 - ii. That maximizes benefit by leveraging the fund
 - iii. The funds would be repaid on terms to be determined
 - iv. objective would be to grow the fund (but that this is less important in the short term than i through iii [above])
- b. Operating Definitions
 - i. Affordable housing means housing made available with incomes below 80% of the median family income for Windsor County (currently \$59,600), as adjusted for family size, as calculated by the U.S. Department of Housing and Urban Development (HUD)
 - ii. Perpetuity would be ensured through legal instruments attached to property title or similar
 - iii. Management may refer to a third party institution under agreement to the Town
- c. Further Considerations:
 - i. Preferred scope for use of funds: members determined that this issue needed further work. Strong preference was expressed for using funds for matching other funds for projects already designed and permitted and/or control of property. Members expressed in the strongest terms that this limited fund is not suitable for feasibility studies, market studies, design, permitting or other project soft costs including legal costs

- ii. Clarify ‘revolving’ means loans: if the Town is to manage the fund directly then ‘revolving’ means loans will be issued, thus terms would need to be developed. Such terms would reflect the nature and scale of a project, including the role of partner organizations and the financial structure of the project (i.e. when and how any loan could be repaid). In general terms it was recognized that the fund was small but could be pivotal in making a project happen.
- iii. External management of fund: members agreed that opportunities to have another entity manage the fund on the Town’s behalf should be actively pursued. This should include developing suitable conditions, and could allow for private entities to contribute to the fund.
- iv. Internal management of fund: if it is to be directly managed existing administrative procedures developed by another organization should be reviewed and adopted.
- v. Administrative costs: it was acknowledged that administrative costs for operating the fund could dramatically reduce funds available to be disbursed on projects (typically 15% or more. Or \$6,750 lost to administration of fund for project(s))

Members agreed that more meetings to develop guidance for Town staff and the Selectboard were needed.

7. Other Business - None

8. Comments from the Public - None

Adjournment: 6:06 PM

APPROVED 12-17-18

Respectfully submitted

Rod Francis

Affordable Housing Subcommittee Agendas and Minutes available at:

<http://norwich.vt.us/Affordable-Housing/>