

Town of Tisbury
Affordable Housing Committee
Meeting Minutes – November 9, 4:00 pm - DRAFT
Via Zoom

The meeting was called to order by Chairman Dan Seidman, at 4:00 pm.

Present: Dan Seidman, Abbe Burt, Victor Capoccia, Elaine Miller, Lesley Segal

Others: Philippe Jordi, IHT; David Vigneault, DCRHA; Paige Leahy, IHT; Garri Sagananko, IHT; Heidi Dietterich, CPC

The meeting was called to order at 4:00 pm by Chairman Seidman.

New Business:

Chairman Seidman noted that the AHC's scribe, no longer had funding. It was discussed at the joint meeting of the Municipal Affordable Housing Trust meeting and the AHT, that the funds to pay a staff person for the AHC should come from a specific warrant article which should be placed on Town Meeting's agenda. The Committee discussed this and moved on to review the proposed Affordable Housing Committee job description, prepared by Victor Capoccia. The draft for this position is attached to these minutes.

Capoccia indicated that this staff person would be able to advance the work of the AHC, communicate and meet with other housing organizations on the Island, assist with researching potential properties, assist with tracking affordable housing inventory, work with other Town committees on bylaws and zoning ordinance changes to promote affordable housing, if deemed necessary.

Discussion about the new position included making sure there was a clear definition for the work as defined by the AHC. The warrant article needed to fund this position would go before FINCOM for review and explanation. Elaine Miller asked that a more concise description be developed. The Committee noted that if the warrant article is approved at Town Meeting, this new position could begin as described in the draft job description, and noted that the position would evolve with the AHC's work.

AHC Budget:

The Committee discussed the amount needed for a budget. Suggested amounts included the new job position at \$30,000.00, legal/advertising \$10,000.00 for a total of \$40,000.00. The Committee would need to draft a warrant article for review at Town Meeting. Dietterich volunteered to draft an article for the AHC's review.

Coordination/Communication with other Island Housing Organizations as well as the Tisbury Municipal Affordable Housing Trust:

Coordination with other housing organizations on the Island, as well as the MAHT, was discussed. Better and more frequent communication was needed to ensure development and follow-up with housing ideas, suggestions and potential leads. The AHC should also be consistent and develop a regular communication schedule to relay ideas and potential housing opportunities, with the MAHT. The committees should work together to follow through on them. Communication with the MAHT and Town administration would need take place regularly to foster ideas and create momentum on project development and completion.

Accessory Housing Units:

The Committee discussed promotion of accessory units in Tisbury. Would zoning ordinances need to be updated or reviewed further to assist in development of these units? The AHC asked Elaine Miller to forward Town bylaws addressing these units and also multi-family housing units to the AHC so they could be further discussed at the next AHC meeting. Questions to be reviewed included developing apartments for seniors, and also potentially renovating existing housing stock for multi-family use.

Short Term Rentals:

Short term rentals were being reviewed by the MV Commission and the All Island Housing Committee. The AHC asked that Elaine Miller forward the link to this information to the Committee so a position could be developed by the Tisbury AHC.

Committee 2023 Priorities:

A discussion and finalization of the Affordable Housing Committee's priorities for 2023 would be on the next meeting agenda. It was discussed that these should include hiring a staff person to advance the AHC's work, review and understand the Town's housing bylaws, advance the AHC's work with other housing groups, and develop a short term rentals policy position. Other priorities discussed included: regular communication/coordination and collaboration with the other Island housing organizations, research and develop methods to increase and protect the affordable housing and permanent rental supply.

Island Housing Trust - CPC Applications

At 4:30 pm, Chairman Seidman asked Philippe Jordi to make his presentation for the Committee's consideration to endorse the two IHT projects applying for Community Preservation Committee funding.

Mr. Jordi reported that the Kuehn's Way project was looking good, the ribbon cutting had been held last week and that occupancy permits should be coming in next week.

Contracts should be signed and units should begin renting out in 30 days. The IHT will then have 90 days to close on the property.

Jordi continued and described the Cat Hollow project, off of Causeway. The purchase price is \$1.75 million and the Vineyard Transit Authority had an existing house structure on the property that would be leased back to the VTA for employee housing, then an additional house would be constructed to provide six units, two at the affordable housing rate of 80% median income. This would be a 40-B structure since there was no frontage, they could not use the Town bylaw. A ground lease would be put in place to keep this property affordable in perpetuity. This new structure's affordable housing units are eligible for CPA funding. IHT would be asking for \$150,000 per unit for this project costs, for a total of \$300,000.

Victor Capoccia added this was an excellent example of what the Affordable Housing Committee can accomplish, working with Philippe Jordi, and also working with property owners. This type of project reflects the Hughes' family's values (former property owner) and their wish to promote affordable housing for the community. He applauded Jordi's work on this project and the IHT's commitment and follow-through.

Jordi reported on the next project located at the corner of Franklin Street and Leland. This was being developed under the multi-family housing bylaw, and would have two units when completed. One unit would be at the 80% affordable housing level. This project is shovel ready. The project is asking the CPA for \$150,000 for the affordable unit's development.

Abbe Burt asked about the appearance of this project, saying it looked institutional for the neighborhood. She asked that this be noted in the minutes. She asked that the project be reviewed to make it look more local and softer, and not so much like 'affordable housing'. Philippe Jordi said they had worked hard on the appearance of this project, but had not heard this brought up before. The AHC did not want to get involved in the design of this structure. Jordi did say they could look at other designs and also possible ideas to make the appearance less institutional, without increasing construction costs.

The Committee considered a motion made by Elaine Miller, to draft a letter to the Community Preservation Committee supporting the IHT's CPC application asking for \$300,000.00 for the Cat Hollow project, and also supporting the IHT's CPC application asking for \$150,000.00 for the Leland Avenue project. Jean Hayes seconded the motion. On a roll call vote, the motion was approved unanimously. Dan Seidman, aye; Victor Capoccia, aye; Abbe Burt, aye; Elaine Miller, aye; Jean Hayes, aye; Lesley Segal, aye.

Discussion followed about future AHC meetings. Abbe Burt suggested meeting in person would make the meetings more effective in communicating with each other. Dan Seidman responded he could not make the time to meet in person and that Zoom would be more efficient for him, he would have to leave the committee if it returned to in person meetings. The Committee was having communication issues. The Committee voted to continue using Zoom: Seidman, yes; Burt, no; Miller yes; Hayes yes, Capoccia, abstained.

The Committee agreed to be better at protocol during the meetings, raising their hand when a question needed to be addressed, not speaking until they were recognized by the Chairman, and not interrupting or talking over each other.

Heidi Dietterich volunteered to write the minutes for this meeting, as well as draft a warrant article for the AHC's budgetary needs. Jean Hayes agreed to contact the Town to find out when the warrant articles were due in to the Town Clerk. Hayes would contact Heidi with that information.

The AHC agreed to have their next meeting on December 7, at 4:00 pm. This meeting agenda should have discussion of the Town bylaws, review of the proposed warrant article and budget, and review of the 2023 priorities for the Committee. The Committee would also review the meeting minutes from the 9/28/22 meeting.

With no further business, the Committee adjourned at 5:07 pm.

Respectfully submitted,

Heidi Dietterich

Tisbury Affordable Housing Committee (TAHC)
Part-time staff
Draft Job Description

Title: Tisbury Affordable Housing Coordinator
October 4,2022

Responsibilities:

1. Produce, and monitor an annual plan aimed at increasing availability of affordable housing in Tisbury; Maintain and report annual affordable housing inventory.
2. Research and provide technical information, and ongoing support to Housing Committee and other town officials as directed relative to annual TAHC priorities. (e.g, short term rental impact; promotion of affordable accessory units; create financing arrangements.
3. Establish regular communication with Tisbury Housing Trust; CPC and Select Board; as well as external housing entities, e.g. Other Island town affordable housing staff; MVC; IHT, and DC Housing Authority as well as MV Housing Bank Committee.
4. Provide ongoing staff support to the TAHC.
5. Identify, develop and communicate information to the public re: Affordable Housing Issues
6. Other?

Performance expectations:

1. Production of annual plan
2. Attendance at meetings of TAHC; T Housing Trust; T Planning Board (As needed); and other relevant housing organizations as needed.
3. Organizational tasks associated with regular meetings of TAHC
4. Other?

Qualifications:

BA or equivalent degree preferred;
Clear writing and communication skills;
Working knowledge of mass affordable housing resources and policies;
Prior experience in a staff support role;
Other?