

**Municipal Affordable Housing Trust Fund (MAHTF)
Meeting Minutes – July 11, 2018**

Attendance: Mary Antes; Stephen Greenbaum; Mike Staiti (departed at 8:30 PM); Brian O’Herlihy; and Susan Weinstein.

Absent: Bob Duffy

Others in attendance: None.

Open Meeting: M. Antes called the meeting to order at 7:35 PM at the Wayland Town Building. B. O’Herlihy agreed to keep the minutes.

Public Comment: None.

Previous Minutes: June 6, 2018.

Materials Discussed/Distributed: MAHTF financial statements (unaudited) as of June 30, 2018; revised rental analysis for existing house at 11 Hammond Road; draft DHCD regulatory agreement; and slide presentation entitled “An Act Establishing the Position of Town Manager in the Town of Wayland” prepared by the Chair of the Board of Selectmen.

Notes:

- 1) No public comment.
- 2) The Trustees reviewed the draft minutes, as edited by B. O’Herlihy, for the meeting held on June 6, 2018. M. Staiti moved approval of the minutes, as revised. S. Weinstein seconded. Motion approved 5-0.

B. O’Herlihy agreed to provide a copy of the minutes to B. Duffy for posting on the Town’s website.
- 3) B. O’Herlihy provided report of Treasurer which included a review of the MAHTF financial statements (unaudited) as of June 30, 2018. He also noted that the auditor has been provided with a draft of the audited financial statements and they expect to begin work in early August with a report issued by end of August. S. Weinstein moved approval of the Treasurer’s report. M. Staiti seconded. Motion approved 5-0.
- 4) M. Antes noted that B. O’Herlihy had submitted two requests for reimbursement of out of pocket expenses incurred in connection with the ongoing work at 11 Hammond Road. B. O’Herlihy recused himself from consideration of his request and noted he would abstain from any vote taken in connection with it.

M. Antes noted that one of the requests, in the amount of \$1,336.60, requires a re-vote of a similar request reviewed and approved at the June 6, 2018 meeting. Following the meeting and receipt of the reimbursement check, B. O’Herlihy realized that he should have recused himself from the discussion and abstained from voting. Had he done so,

there would not have been a quorum. To rectify this error, he returned the uncashed reimbursement check to the Town and requested that it be voided.

M. Staiti moved that the Trust reimburse B. O’Herlihy for his out of pocket expenses incurred in connection with ongoing work at 11 Hammond Road in the amounts of \$1,336.60 and \$946.88. S. Greenbaum seconded. Motion approved 4-0-1 (B. O’Herlihy abstained).

- 5) B. O’Herlihy noted that on June 18, 2018, the Joint Committee on Labor and Workforce Development held its hearing on the Town’s Special Act dealing with the prevailing wage law exemption for affordable housing projects. Not unexpectedly, no further action has been taken by the legislature. S. Greenbaum noted that he spoke with Representative Kevin Honan, Chair of the Joint Housing Committee, in early June who indicated that a vote on the Town’s request was unlikely given the unions’ opposition to any changes to the Commonwealth’s prevailing wage law.
- 6) B. O’Herlihy provided the Trustees with the following update of activities related to the MAHTF’s ownership of the house at 11 Hammond Road:
 - a) The lead paint remediation was completed as was the re-testing by the inspection company. The property is now in compliance and a letter to that effect has been issued by the inspection company.
 - b) CVS has agreed to remove two dead trees along property line and removal is scheduled for July 12, 2018. In addition, the tree removal company agreed to prune branches away from the existing house for a cost of \$1,650 (which reflects prevailing wage). The Town’s tree removal contractor provided a quote of \$2,900 for same scope of work.
 - c) The two bathroom finished floors have been completed for under \$50.00. The materials were donated by Mark Santangelo, a Wayland resident, and the cost of labor was covered with private donations. The original cost estimates were around \$2,000.00.
 - d) The plumber referred by the septic contractor will be completing a couple of small repairs and, assuming they are successfully completed, the plan is to hire this individual to install the washing machine hookup, including the vent tie-in which will be located in 1st floor bathroom. Bolivar Plumbing has been asked to complete its work now that the 1st floor bathroom linoleum floor has been installed.
 - e) A number of interior painting estimates have been received ranging from \$6,800.00 to over \$20,000.00. B. Boggia will assist in evaluating scope with the objective of reducing overall cost – additional quotes will be sought along with new quotes from one or more of the contractors that have provided estimates.
 - f) B. O’Herlihy is attempting to find an independent contractor to install carpet tiles and is in discussions with the individual who installed the bathroom linoleum floors. The lowest estimate, to date, has been around \$5,000.00 (which reflects prevailing wage).
 - g) The termite treatment in the basement has been completed.

- h) The exterior of the house was cleaned by B. O’Herlihy – original cost estimate was around \$500.00.
- 7) B. O’Herlihy noted that DHCD (Department of Housing and Community Development) noted an error in B. Boggia’s computation of the affordable rent for the existing 4-bedroom house at 11 Hammond Road, i.e., the original estimated gross rent of \$2,134/month should actually be \$1,687/month. B. O’Herlihy revised the original financial analysis reviewed by the Trustees prior to committing to acquire 11 Hammond Road and reviewed the impact of this error. While acknowledging the error, the Trustees continued to support the rental of the existing house. M. Staiti agreed to provide B. O’Herlihy with updated estimated construction costs for the proposed 3-bedroom unit so he can revise the financial analysis previously reviewed by the Trustees for the originally proposed duplex. He will include the correct gross rent for the 3-bedroom unit in this revised analysis. The Trustees will review at their next meeting.
- 8) M. Staiti questioned whether or not the Trustees plan to seek the Board of Selectmen’s (“BOS”) support prior to applying for a 40B permit from the Wayland ZBA (zoning board of appeals) for the construction of a new 3-bedroom unit on 11 Hammond Road parcel. B. Boggia noted that the Trust needs to attach a copy of the 40B permit with its LIP (Local Initiative Program) application with DHCD and noted that the application needs to include evidence of support by both the Wayland Housing Partnership and the BOS (or its authorized representative). B. O’Herlihy questioned whether or not the Trust needs a site eligibility letter from DHCD (or some other qualifying organization) prior to submitting its 40B application to the building department. M. Staiti and B. Boggia agreed to look into the various filing requirements.
- 9) B. Boggia noted that although he had submitted a copy of the Local Action Unit (“LAU”) application, including most of the attachments, to the Assistant Town Administrator for inclusion on the BOS agenda for its July 16, 2018 meeting, he did not think this item would be considered by the BOS until its following meeting. He agreed to follow up with the BOS office.
- 10) The Trustees agreed to defer discussion related to the relationship between the Town and the MAHTF, including legal services, until the new Town Administrator had settled into her new position.
- 11) M. Antes and S. Greenbaum noted that there is pending legislation (H. 4196) that, if enacted, would give municipalities with affordable housing trust funds the opportunity to impose a real estate transfer fee between 0.5% and 2.0% of the purchase prices of certain properties. The Trustees discussed including an article for the upcoming special town meeting that would request the Town’s adoption of this new general law should it be enacted prior to the special town meeting. S. Weinstein agreed to draft an article for review by the Trustees at the next meeting.
- 12) M. Antes suggested that discussion of thank you letter drafted by S. Weinstein be deferred until the next meeting.
- 13) M. Antes reviewed a slide presentation entitled “An Act Establishing the Position of Town Manager in the Town of Wayland” which was prepared by the Chair of the Board of Selectmen. She noted that the presentation was being used to educate boards and

committees on the Board of Selectmen's efforts to respond to input received from the Collins Center with regard to the Town's organizational structure.

- 14) B. O'Herlihy provided a brief update of the Federal government's ongoing effort to sell its Launcher Way rental housing property, including its decision to delay the due date for submitting offers until after an environmental review has been completed. He reminded the Trustees that M. Staiti, who had previously departed the meeting, has indicated that he would not be participating in any discussions regarding this property due to a potential conflict of interest. B. O'Herlihy noted that he participated in a phone call with the Chair of the Planning Board and the Town Planner with regard to this property during which he was asked about the Trust's interest and financial ability to potentially submit an offer. He also noted that the Planning Board may be considering a proposal to amend the Town's non-conforming use zoning by-law that could impact rental projects similar to Launcher Way. The Trustees discussed the merits of pursuing a funding relationship with one or more private sector bidders rather than submitting its own offer. B. O'Herlihy agreed to speak with the Town Planner about contacting at least one of the potential bidders to gauge interest in working with the Trust.

- 15) M. Antes noted that the next meeting is tentatively scheduled for Wednesday, August 1, 2018 at 7:30 P.M. at the Wayland Town Building. The Trustees also agreed to tentatively set the date of the September meeting for September 12, 2018.

Adjourn: S. Weinstein moved to adjourn the meeting at 9:40 P.M. S. Greenbaum seconded. Motion approved 4-0.

Respectfully submitted,

Brian T. O'Herlihy