

**TOWN OF GREAT BARRINGTON
AFFORDABLE HOUSING TRUST FUND (AHTF)
BOARD OF TRUSTEES MEETING
APPROVED MINUTES
Tuesday, October 24, 2023 at 6:30 PM
Remote virtual meeting by ZOOM.**

MEMBERS PRESENT: Fred Clark (Chmn.), Ananda Timpane, Bill Cooke, Joseph Method, Garfield Reed (late arrival)

MEMBERS ABSENT: Krystyna Kurzyca

OTHERS PRESENT: Jeremy Higa, Eileen Mooney

Mr. Clark called the meeting to order at 6:45 PM, read Governor Baker's and Governor Healy's Orders regarding public access to public meetings; called the roll of members present; reviewed the items listed on the posted Agenda and reminded that this meeting was part of a back-to-back meeting with the Selectboard / Planning Board Housing Subcommittee that was scheduled to commence at 5:30 PM.

Mr. Clark advised that the current CPA application is Step One for the Trust's FY 2025 application. The total dollar amount is \$550,000, which is a preliminary "place holder" for a final application amount yet to be determined. He indicated that the current estimate of the total CPA funds that may become available is +/- \$700.

Mr. Reed arrived at +/- 6:55 PM.

Mr. Clark listed off the various programs and projects that might make up the FY25 budget as: 1) Emergency rental assistance; 2) 0% Down Payment Loan program; 3) An ADU Pilot project; 4) Affordable Housing Development Grant and/or Loan programs; and possibly 5) Acquisition of a property at or below market price. He called for a motion to approve the Step 2 Application with the exact language to be adjusted by Ms. Timpane and himself. The motion was made by Ms. Timpane, seconded by Mr. Method, to seek \$550,000 and approved unanimously by roll-call vote.

Citizen Speak Time: Jeremy Higa expressed concern about the CPC willingness to commit such a substantial proportion of its available funds.

Media Speak Time: Ms. Mooney asked whether the Board had passed over the ADU Pilot project, to which the group confirmed that it had.

Adjournment: Without objection Mr. Clark adjourned the meeting at 7:25 PM.

Respectfully submitted,

Shepley Evans
Admin. Support

GREAT BARRINGTON COMMUNITY PRESERVATION COMMITTEE

APPLICATION FOR CPA FUNDING

There are 2 Steps to the CPA application. Only applicants that successfully complete both Steps can be considered for funding. After reviewing the Step 1 applications, the Community Preservation Committee (CPC) will invite the eligible applicants to submit Step 2 of the Application. Only projects that complete Step 1, and are invited by the CPC to proceed, may submit Step 2.

Step 1 applications will be accepted not later than Friday, November 3, 2023, by 4:00 PM. The CPC will meet on Tuesday, November 7 at 5:00 PM to review the applications and invite Step 2 submittals for those deemed eligible. Applicants must be present at that meeting.

Step 2 applications must be received not later than Friday, December 1, 2023, by 4:00 PM. The Committee will meet on Tuesday, December 5 at 5:00 PM to begin review of Step 2 submittals. Applicants must be present at the meeting at which their proposal is reviewed.

For both steps, ten (10) hard copies and one (1) electronic copy (PDF) of the application must be received on or before the deadline. Any Step 1 or Step 2 application received after the deadlines will be rejected.

All pages of the application must be numbered.

Hard copies must be received by the Town Planner, Great Barrington Town Hall, 334 Main Street, Great Barrington, MA 01230 on or before the deadline. An electronic copy of each application must also be submitted, either in the form of a memory stick or CD (delivered with the 10 hard copies) or in the form of an electronic PDF file sent to crembold@townofgb.org on or before the deadline.

The CPC reserves the right to refuse to consider applications that are incomplete and/or to request additional information of any applicant.

Before submitting an application, applicants must familiarize themselves with the CPA legislation, the Great Barrington CPA bylaw, the Great Barrington Community Preservation Plan, and the application guidelines. These items are available on the town website at this link: <https://www.townofgb.org/community-preservation-committee>. Hard copies are also available in the Town libraries and in the Town Clerk's office. Applicants are also encouraged to consult the Community Preservation Coalition's website at: www.communitypreservation.org for more background and information on CPA and CPA eligibility requirements. Applicants are welcome to contact the Great Barrington Town Planner for more information.

Review and Approval Process

The CPC will review all applications and make all decisions during open public meetings. Applicants will be informed of the meetings and are required to attend.

Eligible Step 2 applications will be invited to present their project to the CPC at a public meeting. The CPC may request additional information, schedule additional meeting(s) and/or schedule a

Great Barrington CPA Application Overview

project site visit. Applicants will be informed of which meetings they should attend, but of course all CPC meetings are open to the public.

Following the review, the Committee will recommend projects to Town Meeting for funding. Generally, applicants will be notified of the decisions before the end of January 2024. The final decision to fund or not to fund a project rests with the town voters at the May 2024 Town Meeting.

Successful applicants are required to assist in preparing a presentation of their project for the Annual Town Meeting in May of 2024, and they are required to attend that Town Meeting.

All non-municipal project applicants whose projects are funded by Town Meeting will be expected to enter into a contract or grant agreement with the Town of Great Barrington that will govern the project scope, timeline, deliverables, payment amount and timing, insurance, and other special conditions as may be required. Applicants should be aware that the Committee may withhold some or all funds until applicable permits and approvals are in place. The Committee may also require performance or completion bonds and may withhold funds for nonperformance.

The CPC may, under highly extraordinary circumstances, vote to accept applications that, because of market opportunities or other deadlines, require consideration outside of the normal funding cycle. Potential applicants who believe that their circumstances call for such unusual action may contact the Town Planner or CPC Chair to discuss the possible submission of an off-cycle application.

**GREAT BARRINGTON
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR CPA FUNDING - Step 1

Date Received (for office use only) _____

Applicant Name Great Barrington Affordable Housing Trust Fund
Project Name Affordable Housing Acquisition and Support
Project Address _____
Contact Person Fred Clark Title: Chair
Phone No. 413 717 8687 Email fred3clark@yahoo.com

Brief Project Description (attach up to 1 additional page if necessary)

The Great Barrington Housing Trust (Trust) is seeking funding to continue to run successful programs that provide a housing down payment assistance loan and for emergency rental assistance. The Trust has been developing programs to assist qualified applicants to add Accessory Dwelling Units and/or Tiny Houses in order to reduce housing land costs and to provide income for homeowners and we are seeking funds to do a pilot demonstration project. The Trust is seeking funds to acquire a below market property that we have been offered to be developed into multiple family deed restricted affordable housing.

Amount of CPA funding you are seeking: \$ 550,000

When do you request the CPA funding be received by your project? FY25

Property Owner (if different from applicant)

Owner's Name TBA
Owner's Address _____
Phone No. _____ Email: _____

If Owner is different from applicant, you must include a letter signed by the Owner giving permission to apply for funds for the specified project on the Owner's property.

In the following chart, mark the box(es) that best apply to your project.

Boxes with an X through them are not CPA eligible activities. Contact the Town Planner if you need more information.

















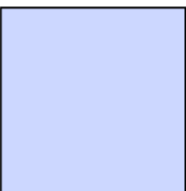



	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
Activities (refer to Glossary for definitions)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, wetland, river, stream, lake and pond frontage, land to protect scenic vistas, land for wildlife or nature preserve, and land for recreation use.	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town.	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors. Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income.
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B				
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)				
PRESERVATION Protect personal or real property from injury, harm or destruction				
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable				
REHABILITATION AND/OR RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Only applies if property was acquired or created with CPA funds 			Only applies if housing was acquired or created with CPA funds 

Chart adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue, October 2012.

End of Step 1 application