

**TOWN OF GREAT BARRINGTON  
AFFORDABLE HOUSING TRUST FUND (AHTF)  
ADU PILOT PROJECT SUBCOMMITTEE  
MINUTES**

**Wednesday, May 10, 2023 at 6:30 PM  
Remote virtual meeting by ZOOM.**

**MEMBERS PRESENT:** Ananda Timpane, Bill Cooke, Joseph Method,  
**OTHERS:** Chris Rembold

**Ms. Timpane called the meeting to order at 6:31 PM** and read Governor Baker's and Governor Healy's Orders regarding public access to public meetings. She summarized the agenda for this working meeting of the ADU Pilot Project Subcommittee as follows:  
To review and edit the Purpose and Criteria.

**Ms. Timpane** shared her screen and displayed a draft outline. Purpose 1 would be to add ADUs to the housing market, purpose 2 Test the viability of an incentive to create ADUs. Purpose 3 is to provide an opportunity for Great Barrington homeowners whose income may exceed 100% AMI but are financially stretched by housing costs to secure their own housing by adding an ADU. Timpane edited the document in real time with consensus from the group.

**Ms. Timpane** thanked the group for their work. She will report the progress to the next full committee meeting.

**Trustee Speak:**

**Citizen Speak:** Ms. Amy Turnbull commented that application eligibility should be solely the domain of the homeowner. She recommended the committee provide a shorter 100% forgivable grant.

**Media Speak: None**

**Ms. Timpane** adjourned the meeting at 7:51

Recorded by:  
Fred Clark

AHT ADU Incentive Pilot Development Worksheet

PURPOSE: 1.) Add affordable ADU to the market. 2.) Test viability of partnering with resident homeowners directly to increase AMI protected housing in Great Barrington. 3.) Provide an opportunity for resident homeowners who may not meet 100% AMI but experience strain meeting cost of living in Great Barrington to meet cost of living with additional ADU income by supporting construction/renovation costs.

| Item to Workshop  | Concept Stage – Draft Revision   | 6/15 Sub-committee Task   | Recommendations & Next Steps |
|---|--|---|------------------------------|
| <b>Applicant Criteria</b><br>Criteria by which homeowner/landlord applications will be evaluated and selected and the homeowner/landlord application itself.                | <p>Applicants must current reside in GB as their primary residence, or be buying a home in GB that will be used their primary residence for 10-years.</p> <p>The proposed ADU will be on the GB property that is also the primary residence of the applicant.</p> <p>In cases where the total project costs will exceed the amount requested by the applicant, applicants must demonstrate ability to finance the remainder of the ADU building or renovation project at time of application</p> <p>Applicants who demonstrate that the ADU rental income at 100% AMI will assist owner to be able to afford their household's GB housing cost and remain in residence, will be prioritized.</p> | None.   | Recommend to the AHT.        |
| <b>AMI Tenant Requirement</b><br>What the AMI requirement will be for the tenant & how to administer it.  | <p>The Trust set AMI 100% for the rental unit.</p> <p>Verify income eligibility at the time of lease, in subsequent years, verify it is the same tenant. New leases/tenants require new verification.</p>  | Administration: Confirm Construct is willing to take on role of verification.   |                              |
| <b>Loan Structure &amp; Administration</b><br>What the loan it can be used for, how it is structured, administered etc., what parts of the Barnstable model to incorporate. | <p>In the event of a property sale within 10 years the entirety of the AHT loan is due in full at the time of sale. (No grant eligibility.) or the new owner may keep the loan in place and continues to program.</p> <p>10-year property loan at the time loan is made .</p> <p>(10-year restriction is decided.)</p> <p>Prior to construction completion: Should the landlord/application fail to maintain primary residency on the property after loan approval before or during construction funds will be withdrawn.</p> <p>Disbursement: 50% up front, 50% cost reimbursement.</p>   | <p>Complete fair housing issue discussion: How does the rental have to be posted? Mrs. Murphy rule and ADUs.</p> <p>Complete discussion re: Notice of default and discussion of loan with banks as lenders.</p> |                              |