

**WATERTOWN HOUSING PARTNERSHIP  
Meeting Minutes**

**Tuesday, March 16, 2010 at 6:00 pm  
3<sup>rd</sup> Floor Conference Room**

**Attendees:**

David Leon, Chair  
Fred Reynolds, Member  
Tom Wade, Member  
Torey Dean, Member  
Steven Magoon, Director, DCDP  
Danielle Fillis, Senior Planner, DCDP  
Jennifer Van Campen, Director, Watertown Community Housing

**Approval of November 2009 Meeting Minutes**

Fred Reynolds made a motion to approve the November meeting minutes. Tom Wade seconded the motion. The motion passed 3-0.

**I. Update on 1060 Belmont Street Environmental Issues**

Jennifer Van Campen updated the WHP on the status of the environmental issues at the 1060 Belmont Street Apartments site. Jennifer said that she believes that the environmental costs will not be as expensive as previously thought. Clean-up took only 2 ½ days rather than 10 days. Three underground storage tanks were found on the site and permission was granted from the Fire Department to fill two and remove one rather than remove them all (due to the close proximity to the abutting property).

Jennifer mentioned that they did not have to perform the air quality tests across the street because the contamination was all contained on site and below the DEP threshold. An air quality test will be needed for the interior demolition of the Prospect Street building at which point it will be determined whether a radon system would be needed.

**II. First Time Homebuyer/Downpayment Assistance Program Guidelines**

Jennifer explained that a decision needs to be made to either eliminate or keep the Town's equity sharing provision in the First Time Homebuyer program, which would

require amending the language of future deed riders used and/or the Program Guidelines. The WHP decided to keep the 25% equity sharing provision to Town as described in Program Guidelines.

The Repton Place inclusionary unit (a DHCD Local Action Unit) that is up for resale will require that the new buyer's deed rider have different language than the seller's existing LIP model deed rider as the new buyer will be receiving HOME assistance (HOME assisted units can't use the LIP model deed rider because it allows for resale to buyers over 80% AMI.)

There was discussion regarding how assets were treated when determining a buyer's eligibility. The HOME program does not have an asset limit, but DHCD does have a limit of \$75,000.

The WHP agreed that there shall be a \$75,000 asset limit (excluding retirement accounts) and that the buyer would not be required to spend down past six months of reserves.

### **III. Update on WCH SHI Services**

DHCD approved WCH's regional "Ready Renter/Ready Buyer" Program. A letter from Steve Magoon will be sent out to the West Metro HOME Consortium members inviting them to participate in the program.

The idea is that each municipality would pay around \$2,500 to join the program, and pay fees for services thereafter.

The WHP engaged in a discussion of the issue of including/excluding a local preference for the affordable units. In general, DHCD discourages local preference provisions. It was decided that for the first year (at least) there would not be a local preference provision for the regional program. Once the program is found to be running smoothly, the issue can be revisited to see how a local preference provision could be incorporated.

### **IV. Adjourn**

Fred Reynolds made a motion to adjourn the meeting. Tom Wade seconded the motion. The motion passed 4-0 and the meeting adjourned at 7:15pm.