

**Belmont Housing Trust – Minutes for July 19, 2018 Meeting**

2018 AUG 16 AM 11:25

Present: Helen Bakeman, Judie Feins, Rachel Heller, Gloria Leipzig, Betsy Lipson, Paul Rickter

Absent: Chuck Clark, Madeline Fraser Cook, Tommasina Olson, Judy Singler

Guests: Larry Link (Belmont resident)

The meeting was called to order by Judie at 7:48pm.

**Minutes.** The minutes of the June 28 meeting were approved with two amendments.

**Review of Revised Affordable Housing Materials for The Bradford.** Gloria introduced the process for reviewing the documents for the lottery of affordable units at The Bradford. Gloria and Judie met with The Bradford developers to go over our concerns about the documents and the revised documents are the result of that process. Gloria highlighted that the documents now indicate that the affordable units are now floating instead of fixed. Betsy expressed concern that the documents are still overly complex and will be challenging for a prospective tenant to complete. Gloria noted that there will be training sessions to help applicants go through the application. Then, after the lottery has been held, those who get slots will get further assistance in completing the rest of the process.

The committee then went through each of the documents and agreed that the following edits were needed.

Additions in **bold** and removals in ~~striketrough~~.

**All documents**

- Verify that all references to rent state that the property pays for water and sewer.
- HMFA needs to be spelled out the first time it occurs in each document. Thereafter, the acronym may be used.
- Clarify what is "The Bradford" and what is "Belmont Residential LLC" - make sure that the correct term is used in each place.

**Tenant Selection Plan**

- Page 1: "Belmont Residential LLC **is the developer of** ~~has worked to develop~~ a brand new multi-family rental housing development..."
- Page 1: "Belmont Residential LLC has **NOW** opted to select floating affordable units..."
- Page 1: "The Information Packet currently contains Local Preference language and the process by which local preference will be implemented. **The Local Preference is for 70% of the affordable units.**"
- Page 2: "**Belmont Residential LLC** ~~The Bradford~~ and TBD do business..." Or resolve which of these terms should be used.
- Page 2: "It has and will continue to be the policy of **Belmont Residential LLC** ~~The Bradford~~, SEB Housing, ~~LLC~~, and the Management Company to provide..." Resolve which of these terms should be used and fix stray "LLC."

### Sample Advertisement and Flyer

- "...with incomes at or below 80% of the Area Median Income. **There is a local Belmont preference.** For Lottery Information and Applications..."
- "Applications are also available at Belmont Public Library on 336 Concord Ave (M-Th 9-9, Fri-Sa 9-5, Sun 1-5) **or the Belmont Town Clerk's Office on 455 Concord Ave (M 8-7, Tu-Th 8-4, Fri 8-12)**"
- "A Public Info Session will be held on TBD (approx. 3-4 weeks after start of marketing), 2018 at 6:00 pm in the Belmont Public Library (336 **C**eoncord Ave, Belmont, MA). **Assistance in completing the application is available.**"

### Lottery Information Packet

- Page 1: "Lottery Applications also available at the Belmont Public Library, **Belmont Town Clerk's Office**, and..."
- Page 2 (and subsequent references to "Leasing Office"): "...minimum income standards established by the **The Bradford** Leasing Office to ensure that..."
- Page 5: "Neither you, nor your family, may have a financial interest in the development and a household member cannot be considered a Related Party." Please provide a definition for "Related Party."
- Page 6: If someone has a Section 8 voucher, will they be required to pay more than 30% of their own income toward their rent?
- Page 13: Add the "Household Type" chart from page 4 of the Lottery Application before the yellow highlighted section that starts with "Waiting List for Four 1BR apartments (Local Preference\*)"
- Page 18: "If you have a disability you are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford you an equal opportunity to use and enjoy the housing. **This also applies to the entire application process.**"

### Lottery Application

- Page 1: "Lottery Application Affordable Units at The Bradford Belmont, MA **further described in the Lottery Information Packet.**"
- Page 4: Strike all references to "all types" in the Household Type section.
- Page 7: Provide two lines each for "Social Security", "Supplemental Security Income (SSI)" and "Social Security Disability Income (SSDI)."

Because further time was needed to complete review of The Bradford documents as well as other business on the agenda, the committee decided to continue this review on Wednesday, July 25 at 7pm.

The committee adjourned at 9:38pm.

Submitted by Paul Rickter