

**TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE (CPC)**

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: July 9, 2020

TIME: 9:22 AM

Minutes: Friday, May 1, 2020, Zoom Meeting, 3:00PM
Present: Elizabeth Dionne, Margaret Velie, Stephen Pinkerton, Lisa Harrington, Roy
Epstein, David Kane, Gloria Leipzig
Other: Glen Castro, Dave Petto
Absent: Andy Rojas, Floyd Carman

Elizabeth Dionne called the meeting to order at 3:00 PM.

Elizabeth Dionne will be sharing with CPC an article she wrote for the Belmont Citizens Forum's bi-monthly online newsletter regarding the history of CPA, an explanation of how it works, and an explanation of changes to CPA Plan from last year.

Proposal from the Housing Trust

Gloria Leipzig stated the Housing Trust was approached by Adam Dash and Glenn Clancy to look into an emergency rental assistance program. Metro West Collaborative Development (MWCD) emailed members of cities and towns that might be interested in developing an emergency rental assistance program. MWCD provided administrative information that the town could use if the town wanted to run their own program or if they wanted to contract with an agency to run the program. The Citizens Housing and Planning Association (CHAPA) and the Community Preservation Coalition hosted a meeting showing strong interest around the state. The Housing Trust will be amending the motion approved by Town Meeting in April 2018 so that it reads as follows:

WARRANT AMENDMENT

MOVED: That \$250,000 be appropriated from the Fund Balance Reserved for Affordable Housing to fund eligible commitments by the Belmont Housing Trust that would increase housing units where new housing is being built, provide incentives to developers to develop affordable housing units, or fund pre-development work to determine if sites are suitable for community housing development. **Such funds may also be used to develop and administer an emergency short-terms rental assistance program to assist eligible Belmont households who have lost income due to the covid-19 pandemic.** (Amendment language in Bold)

Submitted by Belmont Housing Trust

Gloria Leipzig summarized important information related to project description, eligibility, duration, marketing, funding, lottery, and budget. Town of Belmont Emergency Rental Assistance Program handout was circulated to CPC (please see attachment). Payments would be for 50% of the Belmont fair market rent. Gloria Leipzig estimated \$250K could fund between

60 to 80 households. Administrative cost is estimated to be about \$27K to \$36K. The Housing Trust has no vendor contracted to perform the administrative work at this time.

David Kane inquired, after reading the Community Preservation Act (CPA) webpage at mass.gov, would the landlord share some of the burden or waiting to see how the town would administer program. Gloria Leipzig stated the Housing Trust is concerned with asking landlords to contribute assuming that fewer landlords will participate in the program. The focus is assisting the tenants. David Kane summarized from the Community Preservation Coalition website (communitypreservation.org) that CPA had 100% limit of Area Median Income (AMI). Is there a reason why the Housing Trust set eligibility at 80% AMI limit and a preference at or below 60% limit? Gloria Leipzig stated these income limits are typical for affordable housing programs and these households may be in greatest need for assistance..

Roy Epstein asked about the procurement process whether drafting a request for proposal (RFP) for the rental assistance program is required. Gloria Leipzig stated she spoke to Patrice Garvin, Town Administrator, who will give them guidance about procurement procedures. Roy Epstein asked what is determining the dollar amount combined with the administrative fee disbursement amount total \$250K for the program. Stephen Pinkerton stated the administrative fee is independent of the contract. Roy Epstein asked would the rental assistance program give a preference for the person with greater decline in income. For example, if a person's AMI is 80% versus someone earning 100% AMI and were laid off with an income of \$0, would the program give a preference to the 80% or 100% of AMI. Gloria Leipzig stated a lottery will be held for Belmont residents who are at or below 80% AMI. Roy Epstein asked if the Housing Trust is looking for a simple criterion below 80% AMI or preference for people treated differently below 60% AMI. Gloria Leipzig stated the goal of the Housing Trust is to roll the rental assistance program out as simply as possible, evaluating income and wage loss to determine eligibility to get the program going in order to distribute the funds. Roy Epstein inquired about accounting controls assets versus lower income. Is the Housing Trust looking into assets versus lower income? Gloria Leipzig stated household income and not assets will be reviewed by the administering agency.

David Kane asked if someone wins the lottery and gets a new job is there any way to manage the disbursement each month and do we continue to disburse the money for the entire three months. Gloria Leipzig stated the disbursement will likely cover back payments. Elizabeth Dionne asked for an estimate of expected applicants. Gloria Leipzig estimated several hundred applicants.

Stephen Pinkerton moved to approve recommending favorable modification as set forth on the Proposed Town of Belmont Emergency Rental Assistance Program memorandum provided by the Belmont Housing Trust (please see attachment), passed unanimously. Second by Lisa Harrington

The meeting was adjourned at 3:44 pm.

Respectfully submitted,
Glen Castro