



# COMMUNITY PRESERVATION ACT APPLICATION FOR FUNDING

Regional Housing Services Office

**Megan J. Zammuto**  
Assistant Town Administrator / Executive Director of Municipal Services

## Community Preservation Act

### Town of Maynard

### Final Application for Funding

### **Regional Housing Services Office**

#### Introduction

The Town Administrator's Office is submitting this proposal to the Community Preservation Committee (CPC) for funding to continue membership the Regional Housing Services Office (RHSO) for Fiscal Years 2023 and 2024.

The RHSO serves its member towns by assisting with the municipal function of affordable housing, including proactive monitoring, program administration, project development and resident assistance.

RHSO membership includes the Towns of Acton, Bedford, Concord, Lincoln, Lexington, Maynard, Sudbury, Wayland and Weston. Maynard became the ninth and final member of the RHSO in July, 2020.

This service is authorized through Inter-Municipal Agreements among the member towns.

Project Title: Regional Housing Services Office

Applicant/Contact Person: Megan Zammuto, Assistant Town Administrator

Sponsoring Organization: Town Administrator's Office

Contact Information: [mzammuto@townofmaynard.net](mailto:mzammuto@townofmaynard.net) 978-897-1323

Project Category: Community Housing

CPC Funds Requested: \$27,000 (for two years)

CPA Funding Scope: In FY22, the town received \$10,500 to contribute to the cost of the membership. The total cost of the FY23 membership is \$14,000 and the estimate for FY24 is \$16,000. The Office of Municipal Services budgets \$1,500 annually to contribute to this service, **therefore the combined request for FY23 and FY24 is \$27,000.**

#### **PROJECT DESCRIPTION:**

1. Goals: What are the specific objectives of the proposed project? Who will benefit and why? How will success be measured?

#### **Goal 1: Fulfill State and agency reporting and requirements**

- Monitor database of deed restricted units;
- Monitor regulatory agreements;
- Send and compile self-declaration reports for ownership units;
- Maintain RHSO public website and provide members only portal;
- Prepare and submit certification reports to DHCD;

- Prepare and submit subsidized housing inventory reports to DHCD.

### **Goal 2: Carry out local responsibilities**

- Work with DHCD, developers and housing-lottery agents for dedication of SHI units;
- Update the Town's assessed value of deed restricted properties;
- Provide educational opportunities for residents;
- General local support and housing program administration to the Maynard Affordable Housing Trust (AHT) and the Office of Municipal Services.
  - Provide technical assistance to AHT when reviewing 40B developments
  - Assist in the Implementation of the Housing Production Plan approved by the Board of Selectmen and Planning Board in 2021

2. Community Need: Why is this project needed? Does it address needs identified in existing Town or regional plans or non-profit organizations, or needs raised in community discussions?

The RHSO is pivotal in making sure the Town's affordable housing data ("subsidized housing inventory" or "SHI") is current, accurate and efficiently administered. The SHI is used to measure a community's stock of low-or moderate-income housing for the purposes of M.G.L. Chapter 40B (the Comprehensive Permit Law which requires a 10% minimum of SHI units). Currently Maynard's SHI is 9.45%, an increase from last year's 9.05%. RHSO is an efficient and proven resource that can help us meet our affordable housing goals and properly administer our SHI.

In addition to the creation of new SHI units, it is crucial for the Town to preserve its existing SHI. RHSO funding will provide services to monitor existing housing and prevent the loss of SHI units, and provide a level of focused expertise in affordable housing that town staff does not possess.

Continued participation in the Regional Housing Services Office would help address needs identified in the following plans:

**A) Meet objectives Housing Production Plan approved by the Board of Selectmen and Planning Board in 2021**

1. Preserve and advance housing affordability for all incomes and ages to reduce the number of local cost burdened households.
2. Create diverse housing opportunities to support the Town's culture and vibrancy.
3. Build town awareness of housing demand, issues and activities.

**B) Meet objectives of the Community Preservation Plan (2007)**

According to the Town's Community Preservation Plan (2007), the CPC, in conjunction with the Housing Authority and others, has identified the following community housing goals:

- Provide and preserve community housing that promotes age and income diversity. To the extent possible, universal design features should be incorporated into the construction of such housing.
- Create new and preserve existing community housing that is well designed and maintained, is of high quality, and is based on sound planning principles.
- Disperse community housing throughout the town.

- Create housing in neighborhoods that currently have little or no affordable housing.
- Create new and preserve existing community housing that will contribute to the State mandated minimum SHI target of 10% .
- Provide community housing opportunities that give priority to local residents, seniors, Town employees, and families of students enrolled in the Town public schools.
- Re-use existing buildings or use previously developed or Town-owned sites for new community housing.

### C) Meet objectives of the Master Plan

*Housing H1: Maintain and encourage a range of housing options, including those that are accessible to persons and households of various ages, abilities, and economic means.*

- Continue to implement strategies outlined in the Maynard Housing Production Plan to increase the stock of housing that is affordable to residents of various economic means and meet or exceed the Commonwealth's affordable housing goals.
- Track progress of the Inclusionary Housing By-law to assess its effectiveness.
- Explore mechanisms to protect existing lower-cost housing options.

*H3: Support mixed-use housing in downtown, as appropriate to the area's scale, density, and aesthetic character, in a manner that does not detract from its economic and cultural functions.*

- Assess recent developments within the Downtown Overlay District to ensure this zoning tool is achieving its intended purpose, as it pertains to housing.

### D) Meet objectives in the Community Development Principles

*Principle #5 Expand Housing Opportunities*

- Maynard continues as a diverse community which offers a broad range of housing options to its residents.
- Maynard is compliant with government mandates regarding affordable housing.
- Achieve and maintain compliance with Chapter 40B; investigate and pursue other regulatory and non-profit opportunities to increase affordable housing.

3. Community Support: What is the nature and level of support and/or opposition for the project? In particular, with which Town Boards/Committees/Departments or community organizations have you consulted/collaborated.

Participation in the Regional Housing Services Office is supported by the Affordable Housing Trust and the Select Board. RHSO membership has the full support of the Town Administrator's Office, and the Office of Municipal Services.

4. Budget: What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a 2- to 5-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

The total budget for the FY22 membership of the RHO for the Town of Maynard is \$14,000 and the estimate for FY23 is \$16,000.

As a participating municipality, Maynard will continue to proportionally share the total costs of operating regional housing services. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule. Supplemental services proposed throughout the year will be invoiced outside of this agreement for payment for additional hours in excess of the allotted hours. An example of that would be monitoring services for specific 40B project with funds provided by the project developer. If there are unused hours at the end of the second year they will be refunded to the community. The expected funds would be held by the Town with payments made to the regional housing service provider by the Town on an annual basis.

5. Funding: What other funding sources are committed or under consideration? Include any commitment letters or describes other efforts to secure funding for this project. Is there revenue potential for this project?

The Office of Municipal Services budgets \$1,500 annually to contribute to the RHO, a total of \$3,000 spanning the two years requested.

6. Timeline: What is the schedule for project implementation? Include a timeline for critical elements, expenditures, and receipt of other funds, if any.

Continue annual membership in the RHO.

7. Implementation: Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?

During the term of the agreement, core housing services will be provided with an allocation of approximately 135 hours under the direct supervision of the Office of Municipal Services.

Assistant Town Administrator and Executive Director of Municipal Services, Megan Zammuto will be responsible for managing the Town's partnership with the RHO. Office of Municipal Services staff will assist with specific projects. Town staff has a general knowledge of affordable housing principles; however, they do not have the relevant experience to undertake affordable housing management for Maynard units. Continuing our membership with the RHO would allow staff to work with affordable housing professionals and learn from best practices in neighboring communities.

8. Maintenance: If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a 5-year budget and documentation of commitment.

There is no specific maintenance with this request.

9. Other information

Included please find the Q1 status report from the RHO.