

**Watertown Housing Partnership  
Meeting Minutes  
Tuesday, September 15, 2015  
Watertown Administration Building**

**Members In Attendance**

Fred Reynolds (Chair), Cliff Cook, Torey Dean, David Leon, Judge Paul Menton, Jennifer Van Campen (Metro West Collaborative Development), and Andrea Adams (Senior Planner, Department of Community Development and Planning)

**I. Approval of Meeting Minutes: Draft Minutes from August 18, 2015**

Mr. Reynolds asked for a motion to approve the draft Minutes as presented. Judge Menton moved to approve the draft August 18, 2015 Minutes as presented. Mr. Cook seconded the motion, which passed unanimously.

**II. Saint Joseph Hall Roof Repair**

Mr. Reynolds said the next order of business was dealing with acceptance and transfer of HOME funds for the repair of the roof on Saint Joseph Hall.

Mr. Leon asked for a quick summary of what occurred to this point. He also asked if the other monies would augment the \$185,000 already allocated by Watertown out of the Affordable Housing Development Fund?

Ms. Adams said Saint Joseph Hall was renovated in 1988 to create 25 apartments for senior citizens and the Rosary Academy Learning Center, a private pre-school. She noted that in 2012-2013, the site was purchased by Metro West Collaborative Development, (MWCD) which rehabilitated the existing apartments into low income rental housing. This project was completed in 2014, and soon after, the roof began to leak. The funding in question will allow MWCD to repair the roof.

Ms. Adams also noted that the \$198,677 was made up of HOME funds from other member communities in the WestMetro HOME Consortium. She said these funds would be used to augment the \$185,000 already allocated by Watertown.

Mr. Leon asked what the range of cost estimates had been to repair the roof?

Ms. Van Campen said the cost of the repair ranges from approximately \$200,000 to over \$400,000. She also noted that the project had been designated as "troubled" by the Department of Housing and Urban Development (HUD) would allow the project budget to be re-opened, and more monies added.

Mr. Reynolds asked if the Partnership needed to take action concerning the Funding Agreement, Loan, Mortgage, Promissory Note, and Affordable Housing Restriction?

Ms. Adams said no, that would be done by others, including Elizabeth Valenta, the WestMetro HOME Consortium Administrator. The allocation of funds by Watertown to the roof repair would change the sources and uses of funds dedicated to the project. Those new figures would be included in the updates to the various documents, including the Funding Agreement, Loan, Mortgage, and Promissory Note. Ms. Adams also noted that Newton's Legal Department would review these documents.

Mr. Cook asked if the designation of the project as "troubled" by the HUD would pose problems for the project in the future?

Ms. Van Campen suggested not, as the project had just recently been closed out of the HUD budget system. She also noted that the project had not reached nor exceeded the maximum per unit financial subsidy allowed under HUD, even with the additional monies being sought now to fix the roof.

Mr. Reynolds asked for more questions or comments? Hearing none, he asked for a motion.

Mr. Cook moved to accept and allow the investment of \$198,677.00 in additional HOME funds from other WestMetro HOME communities to repair the roof at Saint Joseph Hall. Mr. Dean seconded the motion, and it passed unanimously.

Mr. Reynolds asked for an overview of the additional funds from Watertown that staff suggests should also be used to help repair the Saint Joseph Hall roof.

Ms. Adams said that Watertown had project related HOME monies in its FY 2015 budget to establish a Security Deposit program. She noted that the Partnership had previously discussed the possibility of establishing such a program, and decided not to. Based on this, Ms. Adams said her recommendation would be to repurpose these funds, \$34,880.07, to assist in the roof repair. She noted that these funds, if not expended on a project, would be returned to the Consortium's competitive project pool, and, if not spent through that process, to HUD.

Ms. Van Campen also noted that many of the member at the last Consortium meeting volunteered other funds to close any remaining shortfalls in the cost to repair the roof.

Mr. Reynolds asked for more questions or comments? Hearing none, he asked for a motion.

Mr. Dean moved to repurpose Watertown's \$34,880.07 in FY 2015 HOME funds earmarked for a Security Deposit program to assist in the roof repairs. Mr. Cook seconded the motion, and it passed unanimously.

Mr. Reynolds asked that the Minutes include a list of the sources of funds committed by Watertown and other Consortium communities to the roof repair.

Ms. Adams said she would provide that information, and requested that the Partnership vote to shorten the comment period on the Saint Joseph Hall roof repair re-capitalization and fund transfer to 15 days.

Mr. Leon moved to shorten the comment period on the re-capitalization and transfer of HOME Funds for the roof repair to 15 days. Mr. Cook seconded the motion, and it passed unanimously.

### **III. Other Business**

Mr. Reynolds said one of the new programs that the Partnership should consider is a de-leading program. He said this should be placed on the next Agenda, as it was a significant issue. He said the Partnership also needed to know how much money was available for such a program, and what the sources of funds were. Mr. Reynolds said involvement by the Town Health Department is key.

Mr. Cook said he had several good contacts for the cost of de-leading programs, one of whom worked in Lowell. He said he would provide those contacts to staff.

## **Adjourn**

Mr. Reynolds asked for a motion to adjourn the meeting.

Mr. Dean moved to adjourn the meeting, and Mr. Leon seconded the motion, which was unanimously approved.

Meeting adjourned at 6:30 PM.

## **SAINT JOSEPH HALL ROOF REPAIRS**

- \$185,000.00 from Watertown's Affordable Housing Development Fund
- \$34,880.07 from Watertown's FY2015 HOME funds
- \$101,104.00 from the HOME Consortium's Competitive Pool for Community Housing Development Organizations Reserve/Project Funds
- \$25,000.00 from the HOME Consortium's Competitive Pool for Community Housing Development Organizations Operating Funds
- \$19,931.00 from the HOME Consortium's FY2104 Competitive Pool
- \$52,018.00 from the HOME Consortium's Competitive Pool from early FY2015 Transfers

**Total committed to date: \$417,933.07**

*(Other Consortium Towns have also pledged other monies to make up for any shortfalls)*