TOWN OF GROTON
Affordable Housing Trust

Becky Pine, *Chair*
Carolyn Perkins, *Vice Chair*
Phil Francisco, *Member*
Richard Perini, *Member*
Charles Vander Linden, *Member*

January 9, 2024

Russell Burke, Chair
Community Preservation Committee
173 Main Street
Groton, MA 01450

RE: *Response to initial feedback*
Application: Housing Fund Request
CPC No.: 2025-10
Amount: $400,000

Dear Mr. Burke:

Good afternoon. I am writing on behalf of the Affordable Housing Trust to respond to verbal feedback offered by the CPC on November 13, 2023 to the Trust's application. The Affordable Housing Trust would like to be responsive to CPC input. While much of the feedback can be addressed within the application, the Trust would like to address several comments here.

Suggestion to create workforce housing

A suggestion was made to do workforce housing as this housing is needed for households with moderate income. Any units over 80% AMI will not be counted on the Town's Subsidized Housing Inventory. The Trust is interested in creating units that do count on the SHI. If the Trust creates 80% AMI units, those units will serve a segment of the workforce housing need. 44% of Town employees would qualify for affordable housing based on their individual earnings. The great majority of households who qualify for 80% AMI housing are necessarily working in order to pay those rents.

Potential accounting challenge of overseeing successive grants

A question was raised about whether successive CPC grants to the Trust with accompanying grant agreements would be difficult for the Accounting Office to administer. Town Accountant Patricia Dufresne wrote the CPC directly on December 6, 2023 to address this matter.

Suggestion to use 40R as a planning tool

40R Zoning would be an entirely new concept for the Town of Groton. Implementing such a change requires thoughtful conversation and careful deliberation by many different stakeholders. The Affordable Housing Trust believes that any discussion about 40R needs to be led by the Planning Board, and will, of necessity, need to wait until the current important tasks of meeting the requirements of MBTA Zoning and creating a new Master Plan are completed.

Best wishes,

Fran Stanley
Housing Coordinator

cc: Mark Haddad, Town Manager

Complete Draft Proposal due January 11, 2024

CPA Project Application Form

[CPC Use Only: Date Received 1/9/24 By: KBerry
Assigned CPC #2025-10]

If possible, use word processor to fill out form. Please answer all questions, use "N/A" if not applicable.

1. a.) Applicant Name and Organization: Last Stanley First Fran
   Organization(s) (if appropriate) Affordable Housing Trust

   b.) Regional Project: Yes__? or No? X If Yes, Town/Organization: _____

2. Submission Date: January 9, 2024

3. Applicant Address: St. 173 Main Street
   City/ State: Groton, MA ZIP: 01450

4. Ph. # 978-732-1913 Email: fstanley@grotonma.gov

5. CPA Purpose. Check all that apply:
   Community Housing √ (Affordable Housing: √) Historic Preservation*:___ Open Space:___
   Recreation __

** As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state's registry of historic places require a determination by the Groton Historic Commission that the proposed project is of historic significance.*

6. Town Committee or boards participating: Affordable Housing Trust

7. Project Location/Address: any and all locations within the Town of Groton

Background Info: The Affordable Housing Trust's mission is to increase the supply of affordable housing in Groton. The Trust is searching for land that can be used to site an affordable housing development. This application is the second installment of a plan that began with the Affordable Housing Trust's FY24 CPC Project, to build up cash reserves in order to be able to respond to any market opportunities to purchase land and/or buildings suitable for Affordable Housing.

The Trust has been following the recommendations of the 2020 Housing Production Plan to evaluate Town-Owned land for the purpose of building housing. While we continue to assess the viability of town owned land, the possibilities are declining, as shown in the chart on the following page, and the Trust is now needing access to funds in order to be able to negotiate the purchase of privately-owned property.

The Massachusetts Affordable Housing Trust Guidebook (updated 2018) states that "[t]he Trust, if properly funded, does not typically need town meeting approval to take advantage of time sensitive real estate opportunities to preserve and create affordable housing." It is the Groton Affordable Housing Trust's intention that by building a significant reserve fund, we can "take advantage of time sensitive real estate opportunities" when they arise, all to promote the preservation and creation of affordable housing in Groton.

Once it has appropriate land available, the Trust plans to leverage its funds to work with partners and agencies experienced at accessing state and federal funds to create affordable housing units at minimal cost.

Continued next page

Town-Owned Parcels identified in Groton's 2020 Housing Production Plan

LOCATION	PARCEL ID	ACRES	ZONING DISTRICT	COMMENTS
145 Main Street (Prescott School)	113-43	3.6	RA/TCOD	currently leased for other uses
Bridge Street	248-9	34.7	RA	remote location; used by DPW; no town water or sewer; rare wildlife habitat
Hoyt's Wharf Road	249-51	10.4	RA	one potential house lot or other minimal development potential per Natural Heritage; required MESA filing; no town water or sewer
Nashua Road (transferred to Groton Housing Authority in 2022; will revert to Town in 2027 if no building permit pulled within 5 years)	227-135	7.1	RA	no town water or sewer; rare wildlife habitat; possible contaminants due to past use by firefighters; no frontage and easement crosses developed residential land
Nashua Road (owned by the Groton Housing Authority)	227-93	14	RA	no town water or sewer, rare wildlife habitat, wetlands bisect parcel, narrow lot precludes larger public water supply well
Shirley Road (portion of Surrenden Farm)	220-35	14.5	RA	access issues; community resistance
Townsend Road (Fieldstone Drive)	205-9.01 & 204-13.1	16.9	RA	under review

The Trust has initiated a discussion with the Conservation Commission regarding the possibility of cooperating on available properties. Developing a portion of a parcel for affordable housing while preserving much of the parcel for conservation purposes may serve the purposes of both Boards while using CPC funds efficiently.

Past 5 years of CPC Projects

Name	Amount	Affordable Housing
Emergency Rental Assistance	$98,595.95	Assisted 10 income eligible households to maintain their tenancies in the wake of the Covid pandemic. Rental assistance paid to participating landlords.
Site Assessment Funds	$75,000	Investigating feasibility of town owned land for affordable housing. Hoyts Wharf parcel has been studied and this site may be suitable for a small affordable project with a single house lot. Fieldstone Drive parcels are under review and the site shows some promise.
Housing Trust Funds	$200,000	First installment of a plan for regular funding of community housing funds to be held and used for any allowable CPC purposes.

For a list of current Trust funds, please refer to the table on page 4.

Other Activities & Coordination with other Groton Housing Groups

Name	Amount	Affordable Housing
MBTA Communities Zoning	Not applicable	Trust is learning about new multi-family zoning requirements and advocates for appropriate local zoning that allows for affordable housing.
Housing Summits	Not applicable	Trust organizes periodic housing forums to increase coordination with other housing groups and town committees. The summits give the Trust an opportunity to share information as well as gather public input.
Groton Farms 40B development	Not applicable	For this transformational rental project offering 50 units of affordable housing, the Trust studied the proposed project and recommended the project in the initial MassHousing site eligibility determination and comprehensive permitting before the Zoning Board of Appeals.
Heritage Landing 40B development	Not applicable	This rental project offers a mix of affordable and market rate homeownership units. The Trust supports the development and continues to follow the project as it evolves. Most recently, the Trust has spent considerable effort evaluating the developer's proposal to purchase a portion of town owned land to enhance their development.
Donation for Repair of Still Meadow rental	$15,398.93	Assisted Groton Housing Authority by granting funds to contribute to the repair of a family rental. No CPC funds were used. Built in 2002, the Still Meadow unit is an accessible 3-bedroom condominium owned and operated by the Groton Housing Authority. Created by cooperative local effort, the Still Meadow unit is not considered a state-aided unit so does not qualify for capital improvement funding from the Executive Office of Housing and Livable Communities (EOHLC).

8. Project Name: FY25 Housing Fund Request

9. Additional Responsible Parties (If applicable): The Affordable Housing Trust will be the primary responsible party. As it is a municipal housing trust, the Affordable Housing Trust calls upon the resources and expertise of the Town's Chief Procurement Officer, Accountant, Tax Collector/ Treasurer, and Town Counsel to fulfill its responsibilities under its Declaration of Trust. By design, a Select Board member always holds one of the Affordable Housing Trust seats and the Select Board maintains a degree of oversight through its appointment of the entire membership of the Trust.

10. As appropriate, indicate if proposal requires P&S agreement not applicable Deed not applicable Option agreement not applicable Other-describe: The activities of the Trust might involve purchase and sale agreements, appraisals, plans of land, options, and deeds depending on future activities undertaken. For this funding request, the Affordable Housing Trust recommends use of the same grant agreement language used for the Trust's FY24 application.

11. a.) Assessor info. (map/ block/ lot id. (s)): not applicable b.) Tax classification type: not applicable

12. Permits required: Zoning: see 'other' Historic Preservation: see 'other' Other: The Affordable Housing Trust intends to create affordable housing. Residential construction requires a full range of permits. Permits might be needed in the areas of zoning, wetlands, endangered species, stormwater, sewer, and water. The Affordable Housing Trust will need to engage in predevelopment to determine feasibility of

development. Once the necessary site investigation has been completed, the next step may or may not be direct permitting by the Affordable Housing Trust. Ideally, the Affordable Housing Trust issues a public procurement solicitation with request for proposals to interest an affordable housing developer to respond with a proposal to construct affordable housing. See #18 project description and explanation.

13. Historic Commission Approval signoff (when required): not applicable Date: not applicable

14 a.) Project cost $ not applicable: Estimate not applicable Professional quote not applicable
b.) Requested from CPC: $400,000
c.) Committed from other sources: $ none (see following)

The Community Preservation Act provides the single largest source of funding for most municipal housing trusts. Municipal housing trusts were created to allow towns and cities needed flexibility to create affordable housing. Regular annual transfers of CPC funds to the AHT will increase the capacity of the Trust and therefore our town to create affordable housing.

This table is an overview of the Affordable Housing Trust's assets. Some funds have additional restrictions such as the CPC funds and the Kiley funds. Other funds are considered 'unrestricted' if there are no extra conditions attached to the use of the money.

Current Trust Funds	Amount
FY22 CPC Site Assessment (originally $75,000)	$53,495 (approximate)
Unrestricted fund (includes Restoration Capital $150,000 donation)	$182,000 (approximate)
Kiley donation (for soft costs)	$50,000
FY24 CPC Funds	$200,000
Total	$485,495

As noted on the Trust's FY24 application, Massachusetts Housing Partnership (MHP) has previously committed to provide approximately $25,000 worth of engineering support for site assessment. MHP is currently preparing a concept plan for a town owned property and the Trust is appreciative of this assistance.

If applicable: annual anticipated total income: $ none
Annual anticipated total expense: $ none
Anticipated net income (loss): $ none
Name of Estimator name/company: not applicable

15. CCP Objectives - use codes from **Section 5 of Community Preservation Plan** to indicate all that apply:

5.2.1 Encourage diversity of housing types for range of income levels & ages, specifically to

-- Provide housing for people with disabilities.
-- Use CPA funds to address broader range of affordable housing needs, even if the CPA assisted units do not qualify for Chapter 40b requirements.

16. Project Timelines: Proposed Start Date: July 1, 2024 Projected Complete Date: until the expenditure of all grant funds per grant agreement.

17. Estimated Delivery Date of Completion Report to CPC: as per terms of the grant agreement. The grant agreement will require annual reports, regular communication with the Select Board or its designees, and full and free access to the Affordable Housing Trust's financial record keeping related to the utilization of CPC funds.

Also included in the grant agreement, is a right of termination for the Select Board should the Affordable Housing Trust fail to fulfill its obligations under the terms of the grant agreement. In the event of termination, the Affordable Housing Trust is required to refund all unexpended CPC funds to the Town, and such funds shall be returned to the CPA account from which the funds were appropriated.

18. Project description and explanation (attach additional sheets as needed):
This application is the second annual application for CPC funds to have on hand and not directed to a particular project or task. With this application, the Trust seeks the flexibility to spend funds when an opportunity arises and to accumulate funds over successive CPC funding cycles to increase the capacity of the Trust to do its work in partnership with others.

This application requests funding to be transferred to the Affordable Housing Trust to be spent on all allowable community housing purposes. Community housing funds can be used to acquire, create, support, rehabilitate and/or restore if acquired or created with CPA funds.

Opportunity cost of insufficient funds

The Trust does not intend to target a particular project. Instead, the Trust seeks the flexibility to spend funds when an opportunity arises and to accumulate funds over successive CPC funding cycles to increase the capacity of the Trust to do its work. In spring 2022, the Trust missed an opportunity to convert existing units to affordable units. This experience drove home the importance of having reserve funding if an opportunity arises that cannot wait the six months to a year of a CPC funding cycle. Specifically, a small 12-unit apartment building came to market. The offering price was $1,800,000 and it eventually sold for this same amount. Situated on Adams Avenue, the apartment building was walking distance from retail stores and other amenities. The apartment building was already connected to Town water and Town sewer. There may have been sufficient space on the site to build additional affordable housing. All in all, the Adams Avenue apartment building presented an appealing opportunity to convert small 'a' affordable rentals into capital "A" affordable rentals that can be added to the Town's Subsidized Housing Inventory and assure future affordability. With minimal funds in reserve, the Trust could not take advantage of that opportunity.

Plan for Use of Funds

The Trust plans to seek a developer or partner agency to build affordable housing, using the federal Low Income Tax Credit (LIHTC) program. Low Income Housing Tax Credit projects are the most desirable way to create Affordable Housing because they:

(a) create rental units,
(b) create Subsidized Housing Inventory (SHI) eligible units,
(b) are the single largest source of federal funding for new construction of affordable housing[a],
(c) offer the greatest leverage for Town funds,
(d) attract competent developers with proven track records of successful projects, and
(e) add a layer of private oversight of affordability requirements due to the LIHTC structure.

The Trust heartily agrees with CPC feedback to leverage outside funding and this tenet has informed its efforts for the past few years. Further, the Trust concluded that configuring projects to attract outside funding is the only way to produce appreciable numbers of new affordable housing units.

[a] "LIHTC is the longest running national affordable rental housing program producing new units. In contrast, public housing only funded new construction in earnest for 25 years (1949–73) and the Project Based Section 8 Rental Assistance program only generated new units for 10 years (1974–83). Most smaller project-based rental assistance programs have had no new funding for construction over the past few years." Page 18 Low-Income Housing Tax Credit How It Works and Who It Serves, Urban Institute Report (July 2018) https://www.urban.org/sites/default/files/publication/98758/lithc_how_it_works_and_who_it_serves_final_2.pdf.

The Affordable Housing Trust has consulted with several experienced developers with a strong track record of producing affordable housing including B'nai B'rith Housing, Chelmsford Housing Authority, and the Massachusetts Housing Partnership.

Low Income Tax Credits (LIHTC) are the most likely source of funding available for new affordable housing due to the contraction of other sources of federal funding.

The Trust continues to search for land that is suitable for building affordable housing. As seen by research on Town owned parcels identified in the Housing Production Plan, the Trust continues to spend CPC site assessment funds researching the suitability of the Hoyts Wharf parcel and the Fieldstone Drive (Townsend Rd) parcels.

Once a suitable parcel of land is found, the AHT's plan is to partner with an experienced organization to apply for funding for a LIHTC project, that will be similar in appearance to some of the visual examples in Exhibit C.

Smaller projects

Not all sites are large enough to support a LIHTC project. The Affordable Housing Trust is open to creating small affordable housing projects resulting in small numbers of new units. See the last page of the Exhibit C to view visual examples of small projects. The Trust is currently exploring the following options for building on one house lot on Town-owned property (the Hoyts Wharf Parcel):

1. a single Habitat for Humanity homeownership unit benefitting a low to moderate income household;
2. a veterans group home or townhouse project that benefits usually younger veterans of low to moderate income who are acclimating to civilian life; and
3. a group home serving low income people with various conditions including developmental disabilities, traumatic brain injury, or mental illness.

To encourage the siting of group homes supported by state agencies, the Commonwealth incentivizes group homes by allowing each resident bedroom to count as its own Subsidized Housing Inventory (SHI) unit. New group homes typically contain 4 resident bedrooms.

That said, the smaller the project, the Trust might expect fewer efficiencies of scale, less outside funding, and potentially a greater per-unit subsidy from the Town.

19. Feasibility: This grant application describes a strategy by the Affordable Housing Trust to create affordable housing. An accumulation of funds that will be accessible to the Trust to respond to an opportunity to purchase land or create affordable is feasible as this approach has been used with success by municipal housing trusts in other municipalities across the Commonwealth to create affordable housing. Further, a similar approach has been used with success by conservation commissions both in Groton and other municipalities to protect conservation resources.

20. List of attachments:
    a. Grant Agreement executed for FY24 CPC project. This will be used again for the FY25 project
    b. Town Accountant memo dated December 6, 2023
    c. Visual Examples
    d. Letters of Support:
        I. Select Board
        II. Planning Board
        III. Diversity Equity and Inclusion
        IV. Housing Partnership
        V. Destination Groton
        VI. Sustainability

    others forthcoming

21. Additional Information: none

22. Management Plan: The Trust will maintain regular contact with the CPC liaison, coordinate vendors and service delivery in accordance with public procurement law as well as the Trust's own fiduciary duties under its Deed of Trust. Due diligence by the Trust will include verification of invoices and approval of the same.

Without abrogating its own fiduciary responsibilities, as a municipal Trust, the Affordable Housing Trust will be able to consult with the Chief Procurement Officer, Town Accountant, Town Treasurer, and Town Counsel for guidance with respect to current legal obligations in the areas of procurement, accounting, and banking.

23. Applicant Signature: Jean Stanley for Affordable Housing Trust Date: January 9, 2023
    Co Applicant Signature: _____ Date: _____
    Co Applicant Signature: _____ Date: _____

Exhibit a - Grant agreement

FY24 grant agreement executed for $200,000 (without exhibits)

TOWN OF GROTON

COMMUNITY PRESERVATION ACT

AFFORDABLE HOUSING GRANT AGREEMENT

THIS GRANT AGREEMENT (this "Agreement") made this 8TH day of JANUARY, 2024, is by and between the **Town of Groton**, a municipal corporation duly organized under the laws of Massachusetts and having its usual place of business at 173 Main Street, Groton, Massachusetts 01450, acting by and through its Select Board (the "Town"), and the **Town of Groton Affordable Housing Trust**, established pursuant to M.G.L. c. 44, Section 55C, and under Declaration of Trust recorded with the Middlesex Southern District Registry of Deeds in Book 58159, Page 199, and having its usual place of business at 173 Main Street, Groton, Massachusetts 01450, acting by and through its Board of Trustees (hereinafter, the "Trust"). The Town and the Trust are together the "Parties" and individually a "Party."

WITNESSETH:

WHEREAS, the Town's Community Preservation Committee (the "Committee"), invited the submission of proposals for grants of funds for purposes consistent with the Community Preservation Act ("CPA"), M.G.L. c. 44B;

WHEREAS, the Trust submitted a proposal for funding for purposes of pursuing affordable housing opportunities in the Town of Groton in accordance with M.G.L. c. 44, Section 55C, the Trust's Declaration of Trust, and the Town's Bylaws (the "Project"), and the Committee reviewed the Project and recommended that the Groton Town Meeting vote on appropriating the funds described in this Agreement for the purposes of the Project;

WHEREAS, the Groton Town Meeting voted on April 24, 2023, under Article 14 (the "Article") to appropriate Two Hundred Thousand Dollars ($200,000) from the Town's Community Preservation Fund Community Housing Reserves Account (the "Funds");

WHEREAS, the purpose of this Agreement is to ensure that the Funds are used for the acquisition, creation, preservation, and support of community housing as defined by the CPA; and

WHEREAS, the Town's Select Board has conferred with the Committee concerning the terms of this Agreement, and both have approved the terms of this Agreement.

NOW THEREFORE, the Town and the Trust agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the CPA application approved by the Committee dated February 23, 2023 (the "Application", copy attached as "Exhibit A"), and the Article (copy attached as "Exhibit B"). The Contract Documents constitute the entire agreement between the Parties.

2. Term. This Agreement shall remain in effect for as long as the Trust holds the Funds or any portion of the Funds.

3. The Project. The Project shall be as described in the Application, modified by the following conditions:

(a) The Funds shall be expended pursuant to this Agreement and shall be limited to the allowable spending purposes as defined under the CPA.

(b) Not later than March 15 and September 15 of each year during the Term, the Trust shall provide the Committee with a written update on its progress regarding the Project.

(c) Not more than ten percent (10%) of Funds may be used for expenses related to the administration and operation of the Trust.

(d) Consistent with the provisions of M.G.L. c. 44B, Section 5(b)(2), under no circumstances shall the Funds be used to rehabilitate existing community housing units not created with CPA funds.

(e) Consistent with the provisions of M.G.L. c. 44B, Section 5(b)(2), when creating community housing the Trust shall, wherever possible, reuse existing buildings or construct new buildings on previously developed sites.

(f) Consistent with the provisions of M.G.L. c. 44B, Section 6, the Funds shall not replace existing Town operating funds nor reimburse the Town for services provided to the Trust.

(g) If the Funds are the sole funding source for the acquisition of real property, the property shall only be used for "community housing" as defined in M.G.L. c. 44B, Section 2. In all other cases, the Funds may be used to cover a share of Project expenses proportionate to the part of the Project that will qualify as such community housing. The Trust shall track the cost of the allowable scope through a reasonable means of cost estimating, and only use the Funds for the allowable portion of the Project cost.

4. Contact. The Trust shall identify in writing a contact person responsible for the administration of the Project.

5. Restriction. With respect to any real property purchased using the Funds or housing created or preserved using the Funds, the Trust shall execute or obtain a perpetual affordable housing restriction meeting the statutory requirements of M.G.L. c. 184 and M.G.L. c. 44B, Section 12, and running to the benefit of the Town. The deed restrictions executed for each unit of housing created or preserved pursuant to this grant must be approved and accepted by the Town.

6. Funding. The Town shall pay the Trust the Funds within 30 days of the execution of this Agreement. The Trust shall manage the Funds in accordance with its Declaration of Trust.

7. Limitation of Liability. The Town's liability under this Agreement shall be to make the payment specified in Paragraph 6 and the Town shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the Town or any elected or appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Agreement.

8. Record Keeping. The Trust shall keep such records with respect to the utilization of the Funds as are kept in the normal course of business and such additional records as may be required by the Town. Should the Trust have multiple funding sources, the Trust shall track specific expenditures of the Funds separate from other funding sources. The Town shall have full and free access to such records and may examine and copy such records. The Trust further agrees to meet from time to time with the Committee or its designee(s), upon reasonable request, to discuss expenditures of the Funds.

9. Successors and Assigns. This Agreement is binding upon the Parties, their successors, assigns, and legal representatives. The Trust shall not assign or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the Town.

10. Termination. This Agreement shall terminate upon the Trust's final expenditure of the Funds and the delivery of copies of any restrictions recorded pursuant to Paragraph 5. In the event that the Trust fails to fulfill its obligations under the terms of this Agreement as determined by the Town, the Town shall have the right, in its sole discretion, to terminate this Agreement upon written notice to the Trust. Upon receipt of such notice, the Trust shall refund all unexpended Funds to the Town, and such funds shall be returned to the CPA account from which the Funds were appropriated.

11. Compliance with Laws. The Trust shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the Project.

12. Notice. Except as otherwise provided in this Agreement, any notices given under this Agreement shall be addressed as follows:

If to the Town:

Town of Groton
173 Main Street
Groton, MA 01450
ATTN: Town Manager
Email: townmanager@grotonma.gov

If to the Trust:

Affordable Housing Trust
173 Main Street
Groton, MA 01450
ATTN: Housing Coordinator
Email: fstanley@grotonma.gov

Notice shall be deemed given: (a) two (2) business days after the date when it is deposited with the U.S. Post Office, if sent by U.S. first-class or certified mail; (b) one (1) business day after the date when it is deposited with an overnight courier, if next business day delivery is required; (c) upon the date personal delivery is made; or (d) upon the date when it is sent by email, if the sender receives reply email confirming such delivery has been successful and the sender mails a copy of such notice to the other Party by U.S. first-class mail on such date.

13. Severability. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this , Agreement shall not be deemed affected thereby unless one or both Parties would be substantially or materially prejudiced.

14. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Trust submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

15. Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts each of which shall be an original and all of which shall constitute but one and the same instrument.

[Signatures on next page].

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the day and year first above written.

Town of Groton

Mark Haddad, Town Manager,
Duly Authorized by a vote of the Groton Select Board on April 24, 2023

Groton Affordable Housing Trust

Becky Pine, Chair,
Duly Authorized by a vote of the Groton Affordable Housing Trust Board of Trustees on January 4, 2024

Acknowledged By:

Groton Community Preservation Committee

Russell Burke,
Duly Authorized by a vote of the Groton Community Preservation Committee on January 8, 2024

Exhibit b – Accountant memo

TOWN OF GROTON
173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1107
Fax: (978) 448-1115

Town Accountant's Office

Patricia Dufresne
Asst. Fin. Dir/Town Accountant
pdufresne@grotonma.gov
Sarah Mahoney
Assistant Town Accountant
smahoney@grotonma.gov

Memo

Date: 12/06/23

To: Mr. Russell Burke and CPC Committee Members

Re: Proposed Housing Trust CPC Funding

It has been brought to my attention that there was a question brought up during your meeting of November 13th as to whether the Accounting Department is comfortable with tracking and overseeing successive CPC funding awards for the Housing Trust. My understanding is that should CPC agree to award an additional sum of money to the Housing Trust, the entire sum would be transferred to the Housing Trust Account. Once that transfer has taken place, all continued oversight would be up to the Housing Trust project managers in accordance with the expected grant agreement. The Accounting Department would pay any invoices presented that have been properly approved by the Housing Trust (up to the limit of available funds). In order to aid in the ongoing tracking, we would assign a discrete grant name and number that would identify the award as originating from the CPC fund and therefore subject to additional limitations. This would allow the Housing Trust to spend from multiple accounts without comingling of funds in the event there are any unspent amounts which must be returned to the CPC.

I hope this addresses your questions, but please feel free to reach out if I can be of any further assistance.

Best regards,

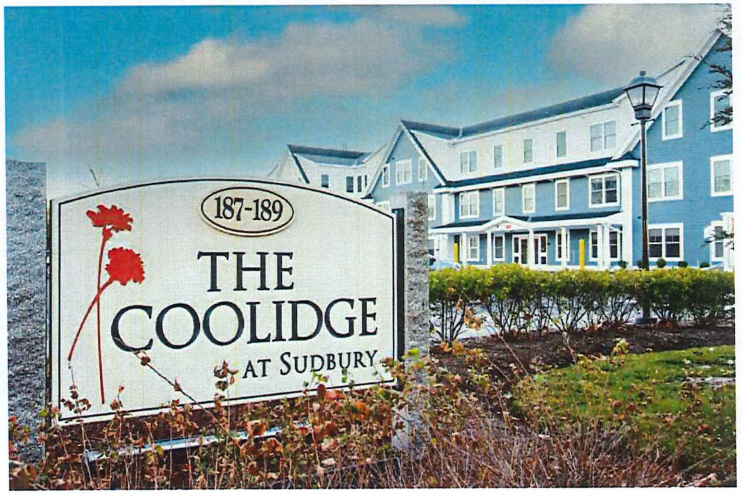
Patricia Dufresne
Assistant Finance Director/Town Accountant

Exhibit c – Visual examples

The Coolidge at Sudbury

Phase 1

64 affordable apartments for seniors



Phase 2

56 affordable apartments for seniors

Noquochoke Village in Westport

50 apartments	8 buildings
Mixed income	Open to all ages
former Town-owned land	1, 2 and 3 bedroom units

Benfield Farms in Carlisle

28 units of affordable apartments for seniors

Mixed income

Universal design

Adjacent to walking trails

Community room

Chelmsford Woods in Chelmsford

118 apartments in 2 phases

Open to all ages

Community room

Groton Commons in Groton

34 units

Affordable rents

For seniors aged 62+ up or with mobility impairment

Aspen Regency Apartments in Billerica

8 buildings similar to this building

Each building has 50 units of which
7 are affordable

Amenities: Pool
Community Rooms
Equipped Workout Rooms
Children's Playgrounds
2 Dog Parks

Total development: 400 units

Melpet Farm Residences in South Dennis

27 rentals

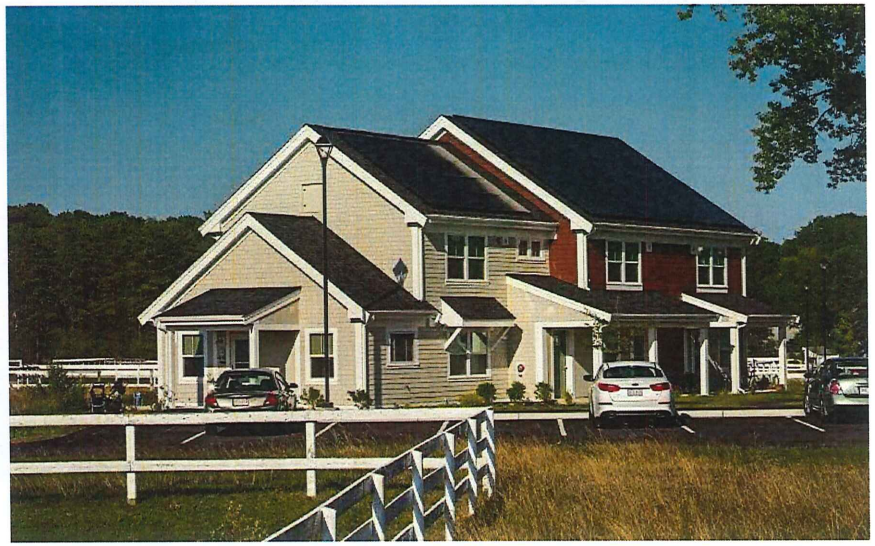
8 'farmhouse style' buildings

1, 2, and 3 bedroom units

Open to all ages

Highly energy efficient

Community room



The Machon in Swampscott

Formerly the Machon Elementary School, this 1920's era building was converted into 38 affordable one-bedroom apartments for seniors.

Oriole Landing in Lincoln

60 apartments in 2 buildings

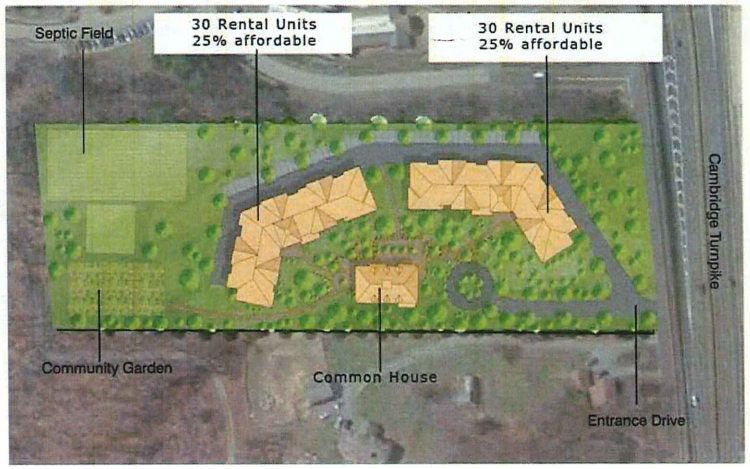
Mixed income

Open to all ages

LEED certified

Community gardens

Common house



Shirley Meadows

Affordable senior apartments

58 units

Accessible design

Community room

Supportive services

Small Scale Affordable Housing Examples

Small scale affordable housing can be sited on small lots.

Perhaps a group home, for Veterans or disabled adults.

A single family/duplex perhaps built by Habitat for Humanity.

Group home for people with TBI, Carlisle, MA

Habitat for Humanity home, South Shore

Exhibit d – Letters of support

i. Select Board
ii. Planning Board
iii. Diversity Equity & Inclusion
iv. Housing Partnership
v. Destination Groton
vi. Sustainability

others forthcoming

TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
Fax: (978) 448-1115

Select Board

Peter S. Cunningham, *Chair*
John F. Reilly, *Vice Chair*
Alison S. Manugian, *Clerk*
Rebecca H. Pine, *Member*
Matthew F. Pisani, *Member*

Town Manager
Mark W. Haddad

December 12, 2023

Community Preservation Committee
Groton Town Hall
173 Main Street
Groton, MA 01450

RE: Affordable Housing Trust
CPC application number: 2025-10

Dear Members of the Committee:

Last year, the Affordable Housing Trust submitted an application to the Community Preservation Committee for funding that would be spent on any and all allowable community housing purposes. They did this in an effort to provide flexibility to react when an opportunity to create affordable housing arises. At that time, they stated that they will seek annual appropriations from the Community Housing Fund to accumulate funds over successive funding cycles to increase the capacity of the Trust to do its work, similar to the annual appropriation that the Conservation Commission receives for the Conservation Fund to provide them with the same kind of flexibility when prime land becomes available. The Community Preservation Committee agreed to the first year request and Town Meeting approved an appropriation of $200,000 for this purpose. As expected, the Affordable Housing Trust has submitted a second application for Fiscal Year 2024 in the amount of $400,000.

The Select Board applauds and supports the work of the Affordable Housing Trust and believes that this application is worthy of consideration and approval and respectfully requests, by a unanimous vote of the Board, that the Community Preservation Committee approve this application and present it to the voters for funding at the 2024 Spring Town Meeting.

The Select Board appreciates your acceptance of this recommendation.

Sincerely,

On Behalf of the Groton Select Board

Mark W. Haddad
Town Manager

MWH/rjb
cc: Select Board
Finance Committee
Affordable Housing Trust

TOWN OF GROTON

173 Main Street
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Office of the
PLANNING BOARD

December 14, 2023

Mr. Russell Burke, Chair
Community Preservation Committee
173 Main Street
Groton, MA 01450

RE: Affordable Housing Trust – FY25 CPC Application

Dear Mr. Burke:

The Planning Board is pleased to provide this letter in support of the application for community housing funds submitted by the Affordable Housing Trust (AHT). The board voted unanimously on December 14, 2023, to support the AHT's application.

The AHT seeks to build up cash reserves in the recently established Housing Fund, which will enable it to leverage Town resources to create or preserve Affordable Housing. This is one of the goals stated in Groton's 2020 Housing Production Plan. In addition, the 2011 Groton Master Plan recommends the use of Community Preservation Act (CPA) funds to address a broader range of affordable housing needs.

Real estate opportunities are often time-sensitive, and having sufficient resources in the Housing Fund will enable the AHT to take advantage of opportunities to purchase land and/or buildings suitable for affordable housing, as outlined in the Housing Production Plan and the Master Plan.

Sincerely yours,

Scott Wilson, Chair
Groton Planning Board

Diversity Equity and Inclusion
173 Main Street
Groton, Massachusetts 01450
selectboard@grotonma.gov

Raquel Majeski, Chair
Michelle Collette, Vice Chair
Gordon Candow
Damian Huggins
Susan Hughes
Deirdre Slavin Mitchell
Fran Stanley

December 20, 2023

Mr. Russell Burke
Chair
Community Preservation Committee
173 Main Street
Groton, MA 01450

RE: **Affordable Housing Trust**
Application: FY25 Housing Fund Request
CPC No.: 2025-10
Amount: $400,000

Dear Mr. Burke:

Good morning. I am writing on behalf of the Diversity Equity and Inclusion committee (DEI) to offer support for the Affordable Housing Trust's CPC application. Groton's Affordable Housing Trust is working to provide more affordable housing and needs funding to effectuate this goal. DEI met on December 19, 2023 and at that meeting voted unanimously to support this application.

Our committee's work is to recognize and promote diversity in Groton. Affordable housing provides housing for people with low to moderate incomes. Groton's housing market has few below market rate options. Some of the existing apartments are older units in poor repair that are expensive to heat. Our committee appreciates the fact that new construction affordable housing comes with the additional benefit of offering safe, healthful housing with good insulation and air sealing.

Thank you for your attention to this matter.

Sincerely,

Raquel Majeski
Chair

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HOUSING PARTNERSHIP

Peter Cunningham, Chair
Anna Eliot
Richard Perini
Carolyn Perkins

January 4, 2024

Russell Burke, Chair
Community Preservation Committee
Town Hall - 173 Main Street
Groton, MA 01450

RE: CPA project # 2025-10 *Affordable Housing Trust*
Housing Fund Request
$400,000

Dear Mr. Burke,

The Housing Partnership is pleased to offer this letter of support for the above referenced application of the Affordable Housing Trust (AHT) for $400,000 to provide a stable and reoccurring resource that the AHT may use to address the needs of affordable housing in Groton pursuant to the terms of their CPA application and the Affordable Housing Grant Agreement to be established between the Town and the AHT.

The lack of affordable housing in Groton is well known to the Housing Partnership in the work we have done in encouraging developments that address that need. We are also aware that the Town's ability to partner with developers that may wish to create affordable units is sometimes limited by the access to available resources. Having an available fund that could be used to support affordable housing initiatives would greatly enhance the Town's ability to address an important goal identified in the Town's Community Preservation Plan. An obvious example of how this model has worked is the Conservation Fund administered by the Conservation Commission that has allowed the Town to move quickly on important open space acquisitions when they become available.

One of the fundamental goals of the Community Preservation Act when it was adopted by Groton was to address the need for affordable housing. That need is even greater today as housing market prices and property tax increases are forcing many townspeople to seriously contemplate their ability to remain in Groton. Having an entity in place that can address opportunities to meet that need in a timely fashion is well worth supporting.

Sincerely yours,

Peter S. Cunningham

Peter Cunningham, Chairman
Housing Partnership

Town Manager
Mark W. Haddad

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Destination Groton Committee
Greg Sheldon, *Chair*
Jeff Gordon, *Vice Chair*
Julie Platt, Clerk
Joni Parker Roach, *Member*
Brian Bolton, Member

GROTON
ENJOY THE EXPERIENCE

January 4, 2024

Mr. Russell Burke, Chair
Community Preservation committee
173 Main Street
Groton, MA 01450

Re: Support for the Affordable Housing Trust $400,000 grant request for funding

Dear Community Preservation Committee Members:

At our January 3, 2024 meeting, the Destination Groton Committee voted unanimously (5-0) to support the Affordable Housing Trust grant request for $400,000 before the Community Preservation Commission (CPC). This application is the second installment of a plan that began with the Affordable Housing Trust's FY24 CPC Project, which was for $200,000, to build up cash reserves to be able to respond to any market opportunities to purchase land and/or buildings suitable for Affordable Housing.

The Destination Groton Committee supports having sufficient affordable housing for employees, elderly, and young adults in Town with making Groton a vibrant destination and important hub for the region.

Sincerely,

Gregory M. Sheldon

Gregory M. Sheldon
Chair

Sustainability Commission

Letter to Groton Community Preservation Committee in support of the Affordable Housing Trust grant application for the FY25 Housing Fund

Date: 5th January 2024

Mr. Russell Burke, Chair
Community Preservation Committee
173 Main Street
Groton, MA 01450

Cc: Affordable Housing Trust

Dear Community Preservation Committee Members,
At our January 4th meeting, the Sustainability Commission unanimously voted to support the Affordable Housing Trust's CPC grant application for the FY25 Housing Fund in the amount of $400,000.

Affordable housing, particularly for Town's senior residents and for many of the workers in both public (Town employees, teachers, first responders) and private (retail, medical/dental, and hospitality) roles plays an essential role in helping make Groton more sustainable.

We request that as and when the Trust does move forward with any new or refurbished properties for Affordable Housing as part of their use of the funds, that they do so in the most environmentally sustainable means practical, and in consultation with the Commission.

Respectfully,
The Groton Sustainability Commission

Sustainability Commission, Groton Town Hall, 173 Main St., Groton, MA 01450
sustaining@townofgroton.org · (978) 448-1111