

Affordable Housing Trust Agenda
December 6, 2022
5:00 p.m.
Needham Town Hall, Great Plain Room and via Zoom

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1. Approval of Minutes from May 31, 2022 Meeting
2. Status of Housing Trust Fund & Affordable Housing Resales
3. Needham’s Subsidized Housing Inventory
4. Small Repair Grant Program

Possible Vote: That the Affordable Housing Trust vote to support a request for \$50,000 for the Small Repair Grant Program for FY2024
5. HOME Consortium Updates: Fair Housing Testing and Parking Study
6. Status of Housing Plan Working Group

Link to draft plan: <http://www.needhamma.gov/5050/Needham-Housing-Plan-2021>
7. DHCD MBTA Communities Timeline
8. Proposed Next Meeting Dates:
 - January/February (to discuss Housing Plan recommendations)
 - Tuesday, May 30, 2023 (regular meeting)

NEEDHAM AFFORDABLE HOUSING TRUST

* MINUTES *

May 31, 2022

5:02 p.m. A meeting of the Needham Affordable Housing Trust was convened by the Select Board Chair Marianne Cooley at Town Hall in the Select Board Chambers and as a virtual Zoom Meeting. Also present were Matthew Borrelli, Kevin Keane, Heidi Frail, Town Manager Kate Fitzpatrick, Housing Trust At-large Member Avery Newton, Support Services Manager Myles Tucker, Director of Planning and Community Development Lee Newman, and Community Housing Coordinator Karen Sunnarborg.

Approval of Minutes –

Motion: Mr. Borelli moved that the Minutes from the January 19, 2022 meeting be approved. The motion was seconded by Mr. Keane. Approved: Unanimous 6-0.

Status of Housing Trust Fund – Ms. Fitzpatrick referred members to the summary of deposits in the Housing Trust Fund that are provided by fiscal year and total \$23,618.26. She added that no expenditures have been made to date and funds have relied on monitoring service fees as well as limited fees related to the resale of existing affordable homeownership units. Mr. Borelli inquired about the range of interest rates and whether the Fund involved different accounts. Ms. Fitzpatrick responded that while the information was presented by fiscal year, they are all part of a single account.

Update on Small Repair Grant Program – Ms. Cooley asked if there were any questions related to the report on the Small Repair Grant Program that was included in the meeting packet. Ms. Cooley inquired as to when the Subsidized Housing Inventory (SHI) gets updated. Ms. Sunnarborg explained that the 2020 census estimates have been released which puts the total number of year-round units at 11,891, up significantly from the 11,047 units in 2010 and decreasing the percentage of affordable units from 12.8% to 11.7%. Also, the state recently sent a list of SHI units to the Town for review and comment, removing the 16 units as part of the Chapter 40B development at 1180 Great Plain Avenue and bringing the total number of SHI units down to 1,394. The state still used the 2010 year-round figure but Ms. Sunnarborg suggested that it will likely correct this for all communities in the near future.

Ms. Cooley asked whether Program requirements included not only the need to be a homeowner over the age of 60 or have a disability, but also to have incomes at or below 80% of area median income. Ms. Sunnarborg said that was the case, and mentioned that 2% of the difference between the property's assessed value and any outstanding mortgages or other liens are also added to the income in determining eligibility. Ms. Fitzpatrick added that there was some discussion about potential

changes to income requirements, but because the Program has attracted sufficient interest to date, this has been put on hold pending the results of this next funding round.

Ms. Sunnarborg expressed her appreciation for Town Meeting's approval of another \$50,000 in funding and will be launching the new funding round with applications due by July 8th. She also noted that a number of residents have already expressed interest in applying to the Program and will be sent applications.

Ms. Newton questioned whether it might make sense to enable applicants to submit applications not only on July 8th but also until August 8th. Ms. Sunnarborg indicated that the Program has had two funding rounds per year with another one in November and has the ability to extend the application deadline past July 8th if warranted.

Mr. Borelli indicated that he was unclear about the demand for the Program and asked if there was a waitlist. Ms. Sunnarborg responded that it has not been necessary to date to maintain a waitlist as the Program has repeatedly committed the funds that have been available without having to turn any eligible applicants away. She added that, there have been numbers of applicants that were determined ineligible, largely because they were over income. Mr. Borelli requested that the Housing Trust be able to review any waitlist that might be developed to gain a better appreciation of the level of demand in the community.

HOME Consortium Updates/Fair Housing Testing and Parking Study – Ms. Sunnarborg stated that the WestMetro HOME Consortium released a Request for Proposals for an entity to undertake fair housing testing, focusing on whether larger multi-family developments were involved in any discriminatory practices. The RFP did not result in any proposals as a likely respondent had just received a large state contract and no longer had the capacity to take on additional projects. The Consortium has discussed releasing the RFP again next year in hopes that it will produce a proposal from at least one qualified respondent. Ms. Cooley inquired as to whether reissuing the RFP is a real possibility. Ms. Sunnarborg said it was not under active discussion at this time, but she is hopeful that it will be seriously considered again next year.

Ms. Sunnarborg also provided an update of the Parking Study that the HOME Consortium and the Metropolitan Area Planning Council (MAPC) are jointly undertaking to determine the utilization rates of parking in multi-family rental developments in comparison to zoning requirements. She acknowledged that Katie King was able to identify two staff persons to undertake the counts during a weeknight between midnight and 2:00 a.m. The Needham projects under review include The Kendrick, Charles River Landing, and Stephen Palmer Building. Ms. Cooley indicated that it will be good to see the results of this study.

Status of Housing Plan Working Group – Ms. Sunnarborg indicated that a summary of the timeline and major Housing Plan Working Group activities were included in the meeting packet. The work included several community outreach efforts to engage local residents and leaders in the preparation of the Housing Plan. Another major component has been the creation of three Subgroups that will study and make recommendations regarding specific housing strategies to be included in the Housing Plan. These Subgroups include Housing Development and Preservation, Zoning, and Capacity Building. Working Group activities have involved the establishment of guiding principles and will also focus on NHA's Preservation and Redevelopment Initiative, quantitative or strategic housing production goals, and the MBTA Communities Guidelines in upcoming meetings. The draft Housing Plan that will be prepared over the summer and presented at a community-wide meeting in late September.

Mr. Borelli cautioned about relying on feedback from small samples of residents in the development of the Housing Plan. He also indicated that affordable rental development has been prioritized in the past and whether it was still the focus of the Working Group. Ms. Sunnarborg responded that this will be determined as part of the Working Group's July meeting that will include a discussion of relative housing production goals. She added that because of high land costs and very limited subsidies for homeownership, it is difficult to produce affordable homeownership units at any significant scale.

Ms. Newton observed that of the 230 respondents to the Community Housing Survey, most were homeowners, older, and long-time residents and thus did not fully reflect the diverse perspectives in the community. Ms. Sunnarborg indicated that the Working Group also reached the same conclusion and was very sensitive to this issue.

Ms. Cooley asked whether the survey took advantage of the Town micro-polling list, and Ms. Fitzpatrick indicated that she would check on this. Ms. Cooley also asked whether the survey outreach took advantage of the schools. Ms. Sunnarborg responded that the main conduit for providing information to student families was via school newsletters. Ms. Cooley also inquired as to whether the Working Group planned on getting back to the Housing Trust or Select Board when it reached the stage of having an initial draft Plan. Ms. Sunnarborg suggested that there has not been a final determination about this but the Housing Trust's recommendation would be welcomed. Ms. Newman added that a meeting with the Housing Trust or Select Board prior to the community meeting in September could likely be arranged if it was thought to be helpful. Mr. Borelli mentioned that the Working Group was formed by the Planning Board, which should also be included in this meeting.

Mr. Keane asked whether the #5 and #6 priorities in the list of priority strategies that resulted from the survey were still priorities. Ms. Sunnarborg pointed out that they were included in the top six actions that received the most votes in the survey

but others will also be included in the Housing Plan that are deemed important by the Working Group.

DHCD MBTA Communities Timeline – Ms. Fitzpatrick mentioned that the Town is still waiting for DHCD’s release of the final Guidelines which she hopes will address Town issues and questions. Of particular concern are the timelines included in the draft Guidelines for an Action Plan to be submitted by the end of 2022 and actual zoning approved by the end of 2023. It would be a struggle to undertake all the work that would be necessary to meet these deadlines. Ms. Fitzpatrick also pointed out that the Housing Plan Working Group discussions might dovetail timewise with the Planning Board’s and Select Board’s deliberation of the final DHCD guidelines, but will be separate processes. She also pointed out that the Town still has a strong interest in complying with the Guidelines as there are good ideas of what could be done, however, such compliance will involve a substantial amount of work and will also depend on the content of the final Guidelines.

Ms. Frail asked whether the Town has received any clarification as to whether it will be categorized as a bus or commuter rail community. Ms. Fitzpatrick indicated that the Town has not heard back from DHCD on any of its questions or comments. If there are delays in obtaining this feedback, the Town might have to press DHCD for more specific information.

Mr. Borelli asked whether only a majority vote would be required by Town Meeting to approve the new zoning, which Ms. Fitzpatrick stated was the case.

Ms. Cooley mentioned that Needham’s comments on the Guidelines were relatively modest compared to more aggressive comments from some other communities, and she hoped that might not delay a response from DHCD on our comments. Answers to questions would be better sooner rather than later to determine what direction the Town will take.

Housing Choice Grant Application – Ms. Fitzpatrick stated that the One Stop application to obtain funding that can be provided as part of Needham’s designation as a Housing Choice community will be due on June 3rd. Staff reviewed current projects but ultimately determined that none fit into the related Housing Choice program requirements. We will revisit this for next year’s funding round.

Next Meeting Date – Ms. Fitzpatrick indicated that a next meeting date would make the most sense in December. However, when we get the final MBTA Communities Guidelines, an earlier meeting might be appropriate. In the interim, members agreed to December 6, 2022 at 5:00 p.m. as the next meeting date.

5:42 p.m. **Motion: Mr. Borelli moved that the meeting be adjourned. The motion was seconded by Ms. Newton. Unanimous: 6-0.**

AFFORDABLE HOUSING TRUST FUND

FY 2018

Deposit	\$5,500.00
Interest Earned	\$22.09
TOTAL:	\$5,522.09

FY 2019

Deposit	\$7,217.50
Interest Earned	\$205.94
TOTAL:	\$7,423.44

FY 2020

Deposit	\$2,379.00
Interest Earned	\$236.63
TOTAL:	\$2,615.63

FY 2021

Deposit	\$4,000.00
Interest Earned	\$32.71
TOTAL:	\$4,032.71

FY 2022

Deposit	\$4,500.00
Interest Earned	\$83.14
TOTAL:	\$4,583.14

FY 2023 (to date)

Deposit	\$4,000.00
Interest Earned	\$172.53
TOTAL:	\$4,172.53

GRAND TOTAL:	\$28,349.54
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Bedford
Belmont
Brookline
Concord
Framingham
Lexington

WESTMETRO HOME CONSORTIUM

City of Newton, Representative Member
1000 Commonwealth Avenue
Newton, MA 02459-1449
(617) 796-1120

Natick
Needham
Newton
Sudbury
Waltham
Watertown
Wayland

To: WestMetro HOME Consortium Council

Bedford Jeffrey King, **Belmont** Gabriel Distler, **Brookline** David Guzman, **Concord** Marcia Rasmussen, **Framingham** Eliot Yaffa, **Lexington** Carol Kowalski, **Natick** Amanda Loomis, **Needham** Karen Sunnarborg, **Sudbury** Adam Duchesneau, **Waltham** Colette Brenner and Frank Nakashian, **Watertown** Larry Field, **Wayland** Robert Hummel, **Regional Housing Services Office**, Liz Rust

From: **Newton** Amanda Berman, Malcolm Lucas, Eamon Bencivengo, and Shaylyn Davis

Re: Christopher Heights Release of HOME Funds and Potential Uses

Date: November 28, 2022

The Town of Concord released its HOME funds reserved for their Christopher Heights project, totaling \$658,128.40 across five funding years. Please see the breakdown of these funds below:

Program Year	Concord HOME Funds	Consolidated Pool Funds	Total Funding
FY2019	\$19,505.00	\$388,065.10	\$407,570.10
FY2020	\$23,050.00	\$54,878.30	\$77,928.30
FY2021	\$25,900.00	\$88,345.00	\$114,245.00
FY2022	\$28,000.00	\$0.00	\$28,000.00
FY2023	\$30,385.00	\$0.00	\$30,385.00
Total Funding	\$126,840.00	\$531,288.00	\$658,128.40

The expenditure deadlines for these funds are as follows:

- FY2019: June 2026
- FY2020: June 2027
- FY2021: June 2028
- FY2022: June 2029
- FY2023: June 2030

Potential Uses:

Fair Housing Testing

The Consortium released its Fair Housing Testing RFP in Fall 2022 and received one response from Suffolk University's Housing Discrimination Testing Program. After reviewing the proposal and interviewing the proposer, the Consortium review committee determined this group would be best suited to take on fair housing testing across the thirteen communities. The total budget to undergo testing with Suffolk University will be **\$325,260.00**. The Consortium currently has \$100,000.00 budgeted to take on this project, all of which **must** come from administrative budgets per 24 CFR § 92.207 (d).

Per the CPD Notice titled *Availability of Waivers and Suspensions of the HOME Program Requirements in Response to COVID-19 Pandemic*, the Consortium may increase its administration budget from 10% up to 25% of its FY20 (FFY19) and FY21 (FFY20) allocations. Newton has confirmed with HUD that this waiver is still able to be used.

Below, please see the Consortium's FY2020 and FY2021 administration budgets.

FY2020 HOME Allocation: \$1,431,246.00

Community	Admin. Budget
Bedford	\$1,605.00
Belmont	\$4,405.00
Brookline	\$20,940.00
Concord	\$2,305.00
Framingham	\$24,145.00
Lexington	\$3,305.00
Natick	\$3,805.00
Needham	\$2,505.00
Newton	\$11,622.22
Sudbury	\$600.00
Waltham	\$15,630.00
Watertown	\$8,215.00
Wayland	\$1,105.00
Consortium Admin.	\$46,789.60
Total Admin. Budget	\$146,976.82
% of Consortium Budget	10%
Admin. Budget at 25%	\$357,811.50
Ability to Add to Admin. Budget	\$210,834.68*

FY2021 HOME Allocation: \$1,479,715.00

Community	Admin. Budget
Bedford	\$1,550.00
Belmont	\$5,075.00
Brookline	\$20,625.00
Concord	\$2,600.00
Framingham	\$25,777.06
Lexington	\$3,000.00
Natick	\$4,550.00
Needham	\$2,900.00
Newton	\$11,770.54
Sudbury	\$725.00
Waltham	\$16,575.00
Watertown	\$8,925.00
Wayland	\$825.00
Consortium Admin.	\$44,969.70
Fair Housing Testing	\$100,000.00
Total Admin. Budget	\$249,867.30
% of Consortium Budget	17%
Admin. Budget at 25%	\$369,928.75
Ability to Add to Admin. Budget	\$120,061.45*

**Please note: while there is the ability to add to the admin. budgets for these two years, most of the "ability to add to admin. budget" dollars are entitlement funds that have already been committed to other community projects.*

Proposed Use: Given the total cost of the Fair Housing Testing program that will be administered by Suffolk University, we recommend reallocating **\$192,173.30** from Concord's Christopher Heights project to carry out the Fair Housing Testing project throughout the Consortium. Below is the breakdown of funding:

Program Year	Decrease Christopher Heights Funding by:	Increase Fair Housing Testing Budget by:
FY2020	\$77,928.30	\$77,928.30
FY2021	\$114,245.00	\$114,245.00
Total	\$192,173.30	\$192,173.30

The total Fair Housing Testing budget, including \$100,00.00 already allocated, would be **\$292,173.30**.

If this recommendation is adopted, the balance of the Christopher Heights project funding will stand at **\$465,955.10**.

Program Year	Christopher Heights Project Budget	Project Balance
FY2019	\$407,570.10	\$407,570.10
FY2020	\$77,928.30	\$0.00
FY2021	\$114,245.00	\$0.00
FY2022	\$28,000.00	\$28,000.00
FY2023	\$30,385.00	\$30,385.00
Total	\$658,128.40	\$465,955.10

Should the Consortium decide to reallocate the Christopher Heights HM20 and HM21 monies to the Fair Housing Testing Program, this budget will still be short by **\$33,089.70**. This leaves two potential options:

1. The Consortium can attempt to negotiate a lower price with Suffolk University's team with a firm total budget of \$292,173.30.
 - a. This would likely lower the number of tests each community would receive.
 - b. Suffolk University could say a firm no.
2. Consortium agrees to pre-commit approximately 25% of their HM24 administrative budgets to make up the shortage. Based on HM23 figures, this would be each community's approximate contribution*:

Bedford	\$425.00
Belmont	\$1,330.00
Brookline	\$5,748.00
Concord	\$760.00
Framingham	\$6,329.00
Lexington	\$804.00
Natick	\$1,195.00
Needham	\$753.00
Newton	\$3,232
Sudbury	\$203.00
Waltham	\$4,808.00
Watertown	\$2,506.00
Wayland	\$230.00

****Numbers are estimates only. Actual figures would be based off the HM24 allocation.***

Special Request for Proposals to be Released in January 2023

Should the Consortium adopt the recommendation to reallocate the FY2020 and FY2021 from the Christopher Heights project to the Fair Housing Testing program, \$465,955.10 will remain in the total project budget, \$407,570.10 of which comes from FY2019 funding. These HM19 funds have an expenditure deadline of June 2026, which is quickly approaching. The remaining balance of \$X comes from HM22 and HM23 dollars.

Proposed Use: We recommend releasing a special request for proposals, which would be open from December 5th, 2022 to January 13th, 2023. **This special RFP would be released in the amount of \$465,955.10**, the total of the previously awarded Christopher Heights project funds.

- This RFP would **only** be opened to **currently and previously funded** Consortium projects and programs, including those that were awarded Consolidated Pool funding or those that were funded by a community's HOME entitlement each year, like a TBRA program.

The draft RFP is attached to this memo and was sent as an attachment with the December meeting's agenda.

If this recommendation is adopted, the balance of the Christopher Heights project funding will stand at **\$0.00**.

Votes to be taken on December 1 Consortium Meeting:

1. Reallocate \$192,173.30 from Christopher Heights to Fair Housing Testing Program.
2. Decide whether to renegotiate proposal price with Suffolk University or to pre-commit approximately 25% of each community's HM24 administration budgets to the Fair Housing Testing Program.
3. Release a special RFP totaling \$465,955.10 to currently funded or previously funded projects/programs only.

NEEDHAM HOUSING PLAN: Implementation Roadmap - Summary of Recommended Strategies

Draft date 11-7-2022

Initiative	HPWG/Subgroup	Lead Entity	Town Meeting	Level of Complexity	Prerequisites/Resources Needed	Timeframe	
IV.A Zoning Strategies							
1a	Comply with MBTA Communities Guidelines under new state law G.L.c. 40A and 3A (MBTA Communities Law) by creating zoning districts within 1/2 mile of transit stations with by-right permitting. Districts must include a 25 acre minimum contiguous site area, total minimum land area of 50 acres with minimum average density of 15 units per acre, and minimum multi-family unit count related to the Town's (11,890) total housing units; 15% commuter rail [1,784 units]). Needham's total minimum land area is likely to be closer to 120 acres with an average minimum density of 15 units/acre, and Needham's minimum contiguous site area would then be 50% of 120 acres, or 60 acres.	Zoning	PB	Yes	High	Zoning amendments Zoning Map amendments Staff capacity/Consultant Public education	Near term
1b	Support and participate in the Select Board's parking study. Consider adjusting required parking ratios for mixed-use and multi-family projects within overlay districts (and apartment developments) that are within 1/2 mile of transit stations.	Zoning	SB PB ZBA	Yes	High	Zoning amendments Bldg Comm Public education	Near term
1c	Rezone per maps (see Appendix 7) regarding targeted zoning districts, or parts of zoning districts, within 1/2 mile of transit, including Industrial, Business and Hillside Business to allow multi-family dwellings by right with dimensional regulations same as Apartment A-1 (18 units/acre). Extend A-1 zoning to nearby SRB areas even if not readily developable (e.g., a church site).	Zoning	PB	Yes	High	Zoning amendments Zoning Map amendments Staff capacity Public education	Near term
2	Adopt town-wide inclusionary zoning. Consider options for strengthening Needham's inclusionary zoning bylaw, requiring all new housing or mixed-use developments of 6 or more units to provide 12.5% affordable units (some now have 10% or no requirement and limits beyond 10% will require DHCD review and approval in regard to the MBTA Communities Guidelines). Consider implementing a proportionate affordable housing fee payment to the AHTF for projects with fewer than 6 units.	Zoning	PB	Yes	Medium	Zoning amendments Zoning Map amendments Bldg Comm Public education	Near term
3	Broaden requirements for ADUs to remove family member/caretaker restrictions and allow occupancy of ADUs as rental property with at least 6-month minimum lease, keeping 850 sq.ft./1-bedroom limits for ADUs. Consider allowing attached ADUs by right and detached ADUs by special permit, including review by the Design Review Board.	Zoning	PB ZBA	Yes	Medium	Zoning amendments Zoning Map amendments? Bldg Comm Public education	Near term
4	Promote greater energy efficiencies in housing through work with the recently-appointed Climate Action Plan Committee to prepare a Climate Action Plan for the town to meet or exceed the State's climate mitigation and resilience goals. Evaluation and adoption of Net Zero and new stretch building codes are coming in 2023 and are a critical part of Needham addressing GHG reduction strategies through energy and efficiency contributions in our building process. This work will include town-wide actions that will effect all municipal, commercial and residential buildings. Considerations may include easing zoning and streamlining permitting requirements to incentivize energy-efficient and environmentally-sustainable housing development town-wide.	Zoning	SB PB CAPC	Yes	High	Zoning amendments Zoning Map amendments Building code adoption Staff capacity/Consultant Public education	Near term
5	Consider options for promoting development in appropriate locations such as Needham's Center Business, Chestnut Street Business, Lower Chestnut Street Overlay, Avery Square Business and Avery Square Overlay districts by adjusting dimensional and parking limits and adding modest density increases to make them more economically viable for development with potential inclusion in MBTA Communities districts. Also consider such zoning changes to improve development opportunities for mixed-use and multi-family housing along major corridors (Chestnut, Highland, Great Plain) and incorporate density bonuses for increased affordability or more moderate-income units. Consider incentives for consolidating parcels to promote larger developable sites for mixed-use and multi-family projects as well as options for incentivizing higher-density, smaller unit, multi-family housing choices as part of zoning reforms in other districts (not related to MBTA Communities Law requirements). Planning Board should establish a working group to study these potential strategies.	Zoning	PB	Yes	High	Zoning amendments	Medium term

Initiative		HPWG/Subgroup	Lead Entity	Town Meeting	Level of Complexity	Prerequisites/Resources Needed	Timeframe
6	Consider options to better control teardown activity including amending the dimensional thresholds for coverage, FAR and setbacks and the feasibility of Needham implementing a Tree Removal by-law and revisiting the Town's demolition delay and Historic District concepts requirements. Planning Board should establish a working group to study these potential strategies.	Zoning and Development / Preservation	PB Con Com Hist Com	Yes	High	New by-laws for Demolition Delay & Tree Removal Zoning amendments for refining dimensional controls Bldg Comm	Medium term

IV.A Further Study/Zoning Opportunities

a	Consider allowing two-family homes by-right in single-family zones (SRA and SRB) and how to implement; whether as local re-zoning near transit or more uniformly across districts (more egalitarian and less site specific). B13	Further Study/Zoning	PB	Yes	High	Zoning amendments Zoning Map amendments Public education	Longer term
b	Evaluate the feasibility of mixed-use development with affordable housing on the municipal parking lot in Needham Center that abuts the MBTA station platform or the MBTA/municipal parking lot at Hersey Station.	Further Study/Zoning	SB PB	Yes	High	Planning Real property disposition process Rezoning	Longer term
c	Explore options to establish a Chapter 40R "Smart Growth" Overlay District(s) in Needham.	Further Study/Zoning	PB	Yes	High	Zoning amendments Zoning Map amendments Public education Likely support with financing	Longer Term

IV.B Housing Development and Preservation Strategies

1	Support the NHA Preservation and Redevelopment Initiative (PRI) to upgrade ALL public housing conditions starting with the PRI effort which is underway. Consider opportunities with NHA properties where modernization / renovation projects produce more efficient, higher density buildings that might yield buildable lot areas for additional deeply affordable, or more diverse income affordable housing, possibly through a NHA / developer partnership agreement. Create a working group of Town and NHA representatives to support these efforts.	Development and Preservation	SB CPC NHA	Yes	High	Public education Advocacy Funding Potential rezoning	Near term
2	Continue local programs that address health and safety issues such as those offered by the Small Repair Grant Program and potential reintroduction of the Council on Aging's Safety at Home Program.	Development and Preservation	AHT COA	Yes	Medium	Public education Funding	Near term
3	Strategically invest and leverage local resources including advocacy for at least a 22% commitment of Community Preservation Act (CPA) funds for the creation and retention of affordable housing in Needham. Invest ARPA, CPA, and other funds in capital improvements at properties owned by the Needham Housing Authority (NHA) and other potential projects that address priority housing needs.	Development and Preservation	SB CPC	No unless funding involved	Medium	Public education Funding	Medium term
4	Promote housing for special needs populations by integrating handicapped accessibility and supportive services into new development. Review and encourage a variety of housing models that can meet the needs of Needham's adults with disabilities and seniors including assisted living units with services for seniors, Explore opportunities for housing models or zoning changes in Needham's Special Education Parents Advisory Council (SEPAC) recommendations. Consider using CPA funds to create new/renovated housing for people with disabilities.	Development and Preservation	SB PB COA	No	Medium	Public education Funding	Medium term
5	Renovate/replace the Stephen Palmer Building/Site by assigning a working group or Select Board special study to examine the potential for the Stephen Palmer property to maximize its reuse for affordable or moderate rate housing when the lease has expired, making sure to respond to the needs of existing tenants.	Development and Preservation	SB	Yes if to adopt recommendations	High	The hiring of consultants Funding Coordination of Town Departments Public education	Medium term
6	Prepare an inventory of potential public and privately-owned development opportunities. Revisit the inventory of Town-owned property and identify those parcels (former schools, public use etc.) that could potentially still be used to build more housing (including those that might need regulatory / zoning changes or LIP to make housing possible), and identify partners who might be interested in developing them. Also identify privately, owned sites / buildings suitable for for multi-family housing, potentially as Apartment A-1 zoning with its designated dimensional requirements or the Local Initiative Program (LIP) under Chapter 40B.	Development and Preservation	SB PB	No	Medium	Coordination of Town Departments	Near term

Initiative	HPWG/Subgroup	Lead Entity	Town Meeting	Level of Complexity	Prerequisites/Resources Needed	Timeframe
7 Consider waiving application fees for affordable housing projects. Check in with Lee on lead agency	Development and Preservation	SB	No	Low	Involvement of Building Department, Planning Dept. and Assessing to determine feasibility	Medium term

IV.B Further Study/Development and Preservation

a	Make enhanced homebuyer assistance available, e.g., local funding to increase affordability of MHP ONE Mortgage loans or other state mortgage programs.	Further Study/Development and Preservation	SB CPC	Yes	Medium	Funding and administrative support	Longer term
b	Support state legislation or consider a Home Rule petition for transfer tax or impact fees on high-value home sales to fund the Affordable Housing Trust Fund and help promote project feasibility. (Note state legislation has been proposed.)	Further Study/Development and Preservation	SB	Yes	Medium		Longer term
c	Consider further property tax reductions or deferrals for qualifying individuals with high cost burdens.	Further Study/Development and Preservation	SB	Yes	Medium	Public education Calculations regarding projected tax losses	Longer term

IV.C Capacity Building Strategies

1	Continue to provide community outreach and education on housing.	Capacity Building	Sponsoring entities of housing initiatives	No	Low	Public education	Near term
2	Monitor targeted housing goals and Subsidized Housing Inventory (SHI).	Capacity Building	AHT	No	Low	Public education	Near term
3	Identify impacts of housing proposals on Town resources that may result from housing initiatives. Includes update of School Master Plan to study impact of recent housing developments and impacts of proposed rezoning initiatives. Consider need for school building renovations or additions.	Capacity Building	SB SD/SC Town Mgr Town Engineer DPW	No	Medium	Funding for studies/planning	
4	Boost local and regional support and collaboration for housing including revisiting the roles, responsibilities, and membership of the Affordable Housing Trust vis a vis the implementation of this Housing Plan. Consider a potential Planning Board/Planning Department role in guiding housing vision and Plan implementation.	Capacity Building	SB SD/SC Town Mgr Town Engineer DPW	No	Low	Public education Convening of special meetings Municipal Engagement Initiative funding	Medium term

IV.C Further Study/Capacity Building

a	Conduct a racial impact study to determine whether Needham's existing residential zoning has a disproportionate impact on Black, Indigenous and People of Color (BIPOC) and other groups protected under the Federal Fair Housing Act (FFHA).	Further Study/Capacity Building	SB NUARI	Yes for funding	High	Funding Racial impact assessment tool Political leadership	Medium term
b	Explore potential reductions in local preference B10 in affordable housing lotteries. Current local preference is 70% for Needham residents and people working in Needham as well as those with children attending local schools.	Further Study/Capacity Building	SB AHT PB NUARI	No	Low	Public education	Medium term

Initiative	HPWG/Subgroup	Lead Entity	Town Meeting	Level of Complexity	Prerequisites/Resources Needed	Timeframe
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Abbreviations:			Timeframe:			
SB = Select Board	NUARI = Needham Unite Against Racism Initiative		Near term	Implementation occurs within 1 to 2 years of Plan completion		
PB = Planning Board	SEPAC = Special Education Parents Advisory Council		Medium term	Implementation occurs within 3 to 5 years of Plan completion		
ZBA = Zoning Board of Appeals	Hist Com = Historical Commission		Longer term	Implementation occurs within 5 to 10 years of Plan completion		
AHT = Affordable Housing Trust	COA = Council on Aging					
CPC = Community Preservation Committee	SD/SC = School Department/School Committee					
NHA = Needham Housing Authority						
DPW = Department of Public Works						
CAPC = Climate Action Plan Committee						