

June 12, 2017

TO: Board of Selectmen
FROM: Community Preservation Committee
SUBJECT: Sign CPC Grant Agreements

This requests the Board of Selectmen sign the attached CPA fund grant agreements. There are four separate agreements and each has two copies – one for the Town and one for the recipient.

These are the original documents. May I also please ask that you return all signed originals to me for processing?

1. Island Housing Trust: Two appropriations for Keunes Way -- \$33,000 and \$32,500.
2. Up-Island Regional School District/West Tisbury School: Basketball court and soccer field -- \$10,000.
3. MV Museum: Re appropriate the funds to restore the roof -- \$31,512.
4. TRI: Emergency repairs for Chilmark Homeowners earning less than 100% AMI: \$82,600.

Thank you.

A handwritten signature in blue ink, appearing to read "Chuck", followed by a long horizontal flourish.

Chuck

Island Housing Trust (IHT) Keunes Way Apartments, Tisbury
Chilmark Community Preservation Act (CPA) Housing Appropriation Agreements


April 26, 2016 Annual Town Meeting: \$33,000.00 was approved by voters as Chilmark's contribution to the \$600,000 cost to acquire approximately 5.9-acres of land at Kuehn's Way in Tisbury plus \$100,000 for design costs. The IHT plans to construct 22 affordable apartments. The total project cost including construction is estimated at \$7.8 million. If approved, the funds would not be released until a permanent affordable housing deed restriction on the land is filed with the deed at the Registry of Deeds.

April 24, 2017 Annual Town Meeting: \$32,500.00 to the Island Housing Trust (IHT) as Chilmark's contribution to fund the construction of up to 20 affordable housing apartments at Keune's Way in Tisbury. If approved, the funds would not be released until a permanent affordable housing deed restriction on the land is filed with the deed at the Registry of Deeds.

CPA Appropriation Application Process

1. Both appropriations are available for three years from the date of signing this agreement.
2. A certified copy of the permanent affordable housing deed restriction as filed with the deed to the property at the Dukes County Registry of Deeds shall be provided to the Chilmark Community Preservation Committee before any funds are released for either appropriation.
3. The release of the April 24, 2017 appropriation of \$32,500 will also require copies of paid receipts totaling \$32,500 with proof of payment for these construction expenses.
4. The Board of Selectmen shall be notified in writing if the Island Housing Trust or its agents, successors, designees and assigns cease to use the buildings for affordable rental housing. If the dwellings are no longer used for affordable rental housing as outlined in the deed restriction the total amount of Chilmark's two contributions (\$65,500) shall be reimbursed to the Town of Chilmark Community Preservation Affordable Housing Reserve Fund or to the Town of Chilmark if the Town or Commonwealth has repealed the Community Preservation Act. This payment shall be provided within 60 days after the announcement of a changed use or the transfer closing date.
5. A fully executed, original of this agreement shall be filed with the deed to the property at the Registry of Deeds before any funds are distributed.

Island Housing Trust



Executive Director, Philippe Jordi

5/26/17

Date

Chilmark Community Preservation Committee:



Chairman, Pam Goff

5/3/17

Date

Chilmark Board of Selectmen:

Chairman, William N. Rossi

Date

Up-Island Regional School District \$10,000 Chilmark Community Preservation Act (CPA)
Park & Recreation Appropriation Agreement

On April 26, 2017 Chilmark voters appropriated \$10,000.00 of the Town's Community Preservation Act (CPA) Open Space - Park & Recreation funds to as Chilmark's contribution to help re-build the old basketball court that is on school grounds behind the West Tisbury School. A small portion of the funds will also help fund improvements to the grass soccer field.

CPA Appropriation Application Process

1. This \$10,000 appropriation is available for three (3) years from the date of signing this agreement.
2. The recipient may receive the CPA funds in increments up to a cumulative total of \$10,000. Each incremental award of funds should coincide with the specific construction work that was performed. It is not necessary to have all \$10,000 of CPA fund-eligible work done at one time.
3. The CPA money may be used for contractor materials and labor costs.
4. When the work or work phase is finished and has passed any required inspections, the applicant shall provide copies of all receipts with proof of payment to the Chilmark Community Preservation Committee. The Committee will then release the portion of the \$10,000 CPA funds appropriation that was approved and spent on the specific work.

West Tisbury School


Principal, Donna Lowell-Bettencourt

5/31/17
Date

Chilmark Community Preservation Committee:


Chairman, Pam Goff

5/31/17
Date

Chilmark Board of Selectmen:

Chairman, William N. Rossi

Date

MV Museum \$31,512 Chilmark Community Preservation Act (CPA)

Historic Resources Appropriation Agreement

On April 26, 2017 Chilmark voters re-appropriated \$31,512.00 of the Town's Community Preservation Act (CPA) Historic Resources funds to help restore the 1895 Marine Hospital Building in Tisbury. This appropriation is for the installation of a new roof, rebuilding the chimneys and installing any associated support structures needed for this project. This agreement is between the Town of Chilmark and the Martha's Vineyard Museum.

CPA Appropriation Application Process

1. This \$31,512 appropriation is available for three (3) years from the date of signing this agreement.
2. Before any funds are dispersed a copy of the Historic Preservation Deed Restriction filed for the Marine Hospital and the Town of Tisbury shall be provided with proof of filing for Board of Selectmen approval.
3. The recipient may receive the CPA funds in increments up to a cumulative total of \$31,512. Each incremental award of funds should coincide with the specific restoration work that was performed. It is not necessary to have all \$31,512 of CPA fund-eligible work done at one time.
4. The CPA money may be used for engineering, contractor materials and labor costs. It may not be used for land acquisition expenses.
5. If the property or building is sold within ten years (before April 26, 2027) 100 percent of the Town's CPA funds shall be returned. The Board of Selectmen shall be notified in writing if the MV Museum plans to sell the assets with the planned closing date. Payment should be made to the Town of Chilmark Community Preservation Historic Resources Reserve Fund or to the Town of Chilmark if the Town or Commonwealth has repealed the Community Preservation Act. This payment shall be provided within 60 days after the sale closing date.
6. A fully executed, original of this agreement shall be filed with the deed to the property at the Registry of Deeds before any funds are distributed.
7. When the restoration work is finished and has passed any required inspections, the applicant shall provide copies of all receipts with proof of payment to the Historical Commission. The Commission will then release the portion of the \$31,512 CPA funds appropriation that was approved and spent on the specific restorations.

Martha's Vineyard Museum


Executive Director, Phil Wallis

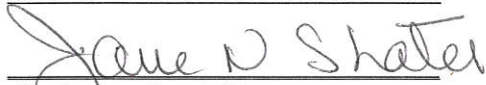
05/10/2017
Date

Chilmark Community Preservation Committee:


Chairman, Pam Goff

5/13/17
Date

Chilmark Historical Commission:


Chairman, Jane Slater

5/16/17
Date

Chilmark Board of Selectmen:

Chairman, William N. Rossi

Date

TRI Economic & Community Services

Town of Chilmark

CPA Appropriation Agreement April 2017

The Resource, Inc. for Community and Economic Development (TRI) is a 501c3, not-for-profit corporation whose mission is to help low income individuals and families preserve their housing through an interest-free loan support program -- Preserving Affordability through Loan Support (P.A.L.S.). This program will be exclusively available to qualified Chilmark homeowners.

Proposal: Fund emergency needed structural home repairs for Chilmark individuals or families earning less than 100 % county median income as dictated by Community Preservation Act (CPA) regulations. The loans will only be used to secure a recipient's housing "envelope" i.e. new roofs, windows, siding that leaks and threatens the structural integrity of the house; addressing health and safety code issues—upgrading dangerous electrical or plumbing services, installing hard-wired smoke alarms; upgrading failing systems to energy efficient systems; ensuring decent, safe, warm and sanitary housing conditions. Each recipient must own their home as a primary residence in the Town of Chilmark.

The program is not a maintenance or rehabilitation program.

- \$82,600 Total CPA Affordable Housing Funds;
- \$70,000 for interest-free loans; maximum \$35,000 per loan;
- \$12,600 for administration expenses.

Program Structure:

1. For the initial loan application an applicant's income will be verified by TRI as follows:
 - The less than 100 % county median income is determined by using the most recent Housing and Urban Development (HUD) calculations for Dukes County.

- Federal Income Guidelines for income inclusion and exclusion are used to verify income.
- The 2 most recent federal tax returns; the 8 most recent, consecutive pay stubs, the 2 most recent consecutive bank statements for all accounts and if applicable, a Social Security benefit statement are evaluated.

2. For qualified recipients earning less than 100 % county median income, an affordable housing lien that specifies the loan amount, terms as outlined in this document and a description of the house improvements to be done shall be filed with the property deed at the Dukes County Registry of Deeds. Each lien shall be approved by the Town of Chilmark Board of Selectmen before executing the agreement.
3. Each recipient will be required to file this lien which will remain with the property for 15 years after the improvements are made and while the recipient occupies the home as a primary residence. Primary residence is defined as residing in the dwelling for more than 7 months/year. This restriction will not allow the recipient to rent the property at market rate once the improvements are made. The recipient may however, rent the house at a pre-determined affordable rent to a CPA-qualified tenant earning less than 100 % county median income through the affordable rental program that is administered for the town by the Dukes County Regional Housing Authority (DCRHA). The DCRHA will verify the tenant's income eligibility each year the home is rented. The term of the lease may not exceed 12 months as dictated by the Town's zoning bylaws.
4. The owner does not need to repay the loan provided he or she occupies the house as a primary residence or rents the property at an affordable rate for more than 15 years after the improvements to the home are completed.

5. If the recipient is still the owner of record and using the home as a primary residence or the property title has been transferred to someone earning less than 100 % county median income, the lien will be forgiven and removed from the deed at the conclusion of the 15-year term.
6. If within the 15-year term the recipient no longer occupies the house as a primary residence and does not rent the premises at an affordable rate or, if property is ever sold or transferred to a different owner earning 100 % or more than 100 % county median income, the entire original principal amount of the loan shall be re-paid to the Town of Chilmark; Community Preservation Act Affordable Housing Reserve.
7. If the Town has repealed the Community Preservation Act when the loan amount is repaid the original principal amount of the loan shall be paid to the Town of Chilmark's Molly Flender Affordable Housing Trust.
8. Funds Payment: TRI shall provide a copy of the filed lien, a description of the project and total amount awarded. Proof of passed building inspections – as may be required, paid construction receipts with proof of payment and direction of who should receive the funds reimbursement shall also be provided.

Melissa N Vincent 5/17/17

Program Manager, TRI Melissa N. Vincent Date

Pamela J Goff 5/3/17

Chairman, Chilmark CPC Pam Goff Date

Chairman, Chilmark Board of Selectmen Date

William N. Rossi