

- Purpose:  Affordable Housing
- Historic Preservation
- Conservation/Open Space
- Recreation

**Town of Lincoln, Massachusetts  
Community Preservation Committee  
Project Submission Form**

*For the FY09 funding submittals, the CPC has instituted a two-step process for submittal of applications. In order to be considered for recommendation at the March 2009 Town Meeting, preliminary "Letters of Interest" and this form must be submitted prior to **September 15, 2008**. Should your submittal be determined eligible for consideration, you shall be contacted regarding submittal of a detailed request information, which will be due prior to **October 22, 2008**.*

**Project Name: Municipal Affordable Housing Trust**  
**Submitted by: Timothy S. Higgins, Town Administrator on behalf of the Trust**  
**Submission Date: 10/12/08**

**Address, Phone, E-mail: Pamela Gallup**  
**Town Offices, 16 Lincoln Road, Lincoln, MA 01773**  
**higginst@lincolntown.org**

**Committee or Organization (if applicable): Municipal Affordable Housing Trust**

**Brief description of the project:**

To

- 1) reappropriate/reauthorize funds remaining under the December 20, 2007 grant agreement, and
- 2) provide a second grant to the Trust to pursue additional affordable housing opportunities. The Trust was created in March of 2007 to provide a more flexible mechanism for the Town to pursue its affordable housing objectives. The Trust received its initial funding via a \$900,000 initial grant from CPC (March, 2007; renewed March, 2008). All but \$100,000 of the initial grant has been expended or is now committed (see attached accounting). The Trust anticipates the possibility of partnering with another group home provider, and further condominium buy-down opportunities (e.g., Battle Road Farm, Minute Man Commons, Ridge Road, etc.).

**Time frame for completion of the project:**

FY 10

**How does this project help preserve Lincoln's character or further its mission?**

The above referenced projects will help the town achieve compliance with the requirements of MGL, c.40B and avoid large, multi-unit developments that may occur outside of Lincoln's zoning.

**What are your funding requirements for this project?** \$500,000.

For CPC Use:

Determination:

Received on: \_\_\_/\_\_\_/\_\_\_ Received by: \_\_\_\_\_ Reviewed on: \_\_\_/\_\_\_/\_\_\_

*ASA 10/14/08  
 Timothy S. Higgins  
 Town Administrator - for the Trust*

**Please provide information regarding anticipated future funding requests from the Community Preservation Fund:**

The Trust will continue to partner with the Lincoln Housing Commission and Lincoln Foundation to accomplish the Town's housing objectives. Our immediate objective is to create approximately 15 additional units to meet the projected post-2010 40B target. The Trust is looking forward to an infusion of capital that will result from the sale of the Hollingsworth property – expected to be finalized in calendar year 2009.

*PLEASE ATTACH SUPPORTING DOCUMENTS OR OTHER INFORMATION*

**GUIDELINES FOR SUBMISSION**

1. Is the project consistent with Lincoln's vision, and its Housing, Open Space and Recreation Plans, and other planning documents that have received town-wide review and input.

Yes, providing working capital to the Trust enables a more flexible and timely response to housing opportunities.

2. Does the project have the support of relevant town committees or organizations. (e.g. Conservation, Recreation, Historic, or Housing, etc.).

Yes, this application has been endorsed by the two other housing agencies (i.e., Housing Commission and Lincoln Foundation).

3. Does the project have other financial support.

Yes, the Trust has some limited working capital remaining from the CPC's initial grant. In addition, the Trust will receive the proceeds of the sale of the Hollingsworth property. However, there will be a period of time after the Trust makes a pending grant to a Group Housing provider, and prior to the sale of the Hollingsworth property, that the balance in the Trust will be insufficient to pursue projects.

4. Does the project help preserve threatened resources or currently owned town assets.

The Town's affordable housing inventory is a vital town asset. If the Town is unable to maintain 10% of their housing as affordable; a developer may petition the State for permission to bypass our current zoning restrictions that govern large scale developments.

5. Does the project serve multiple needs and populations.

Yes, the town's affordable housing program serves a diverse population and diverse needs.

6. Does the project serve a population that is currently underserved.

Yes, the town's affordable housing program has and continues to serve populations that are underserved (i.e., residents with physical disabilities, residents with developmental disabilities).

For CPC Use:

Determination:

Received on: \_\_\_/\_\_\_/\_\_\_ Received by: \_\_\_\_\_ Reviewed on: \_\_\_/\_\_\_/\_\_\_

7. Feasibility: We will pay special attention to whether the project can realistically be accomplished within the time frame and budget that is proposed. In partnership with the Housing Commission and Lincoln Foundation, the Town has added 39 units of affordable housing in the past few years. Some required public investment and others not. We have a track record of getting a diverse range of housing projects completed.

8. Urgency: We will be interested to know the impact of a delay in initiating this project. The Trust was created in recognition of the fact that the Town's traditional budgeting and decision making processes were too inflexible to respond effectively to housing opportunities as they are presented. If the Trust is left with little working capital, it will be unable to respond effectively as opportunities are presented. This will become a more acute problem as the new 40B threshold will be established in approximately 18 months.

Please keep in mind also that there are legal limitations on the uses of CPA funds. If you have any doubt about your project's eligibility, please submit it so we have the opportunity to review it.

Thank you.

The Community Preservation Committee

Please submit 11 copies of your application to Anita Scheipers, Assistant Town Administrator

**MISSION STATEMENT OF THE COMMUNITY PRESERVATION COMMITTEE**

*In alignment with the Town of Lincoln's Vision Statement, the Community Preservation Committee mission is to:*

- *Preserve Lincoln's historic resources and structures;*
- *Preserve and enhance Lincoln's open space for both conservation and recreation; and*
- *Preserve and increase Lincoln's affordable housing in order to foster economic, racial/ethnic and age diversity among its citizenry.*

For CPC Use:

Determination:

Received on: \_\_\_/\_\_\_/\_\_\_ Received by: \_\_\_\_\_ Reviewed on: \_\_\_/\_\_\_/\_\_\_

**Housing Trust**  
**Report on CPC Grant Expenditures**  
**Initial Grant of \$900,000**  
 Initial appropriation: March, 2007  
 Renewed: March, 2008  
 Subject to Grant Agreement dated: 12/20/07  
**Prepared: October 14, 2008**  
**Timothy S. Higgins, Town Administrator**

		<b>Beginning Balance</b>	<b>\$900,000</b>	
	<b>Project</b>		<b>Amount</b>	<b>Note</b>
1	Due diligence to enable sale of Hollingsworth property		-\$25,000	CPC voted to permit up to \$50,000 to be expended to make property ready for sale
2	Grant to CMARC to acquire 259 Concord Road for group housing		-\$500,000	P&S signed mid-October, closing expected end of October
3	committed to Edinburg Center for acquisition of 15 Bypass Road for group home		-\$100,000	Pending execution of grant agreement with the Trust
4	In negotiations with Mayo Group to buy-down 2 condominiums at Minute Man Commons		-\$240,000	Active negotiations
			-\$865,000	
5	Trust interest earnings		\$65,000	
		<b>Uncommitted Balance</b>	<b>\$100,000</b>	

Town of Lincoln, Massachusetts  
Community Preservation Committee  
Project Submission Form

FY 09

**Project Name:** Reauthorize FY 07 Grant to the Affordable Housing Trust

**Submitted By:** Timothy S. Higgins, Town Administrator  
On behalf of the Housing Trust

**Date:** December 20, 2007

**Brief description of the project:**

The Housing Trust seeks reauthorization of the \$900,000 granted to it under the grant agreement with the CPC dated, October 5, 2006. Section 2 of the original Agreement set out the following conditions:

- a) Funds transferred under this grant agreement are to be utilized only for affordable housing buy-downs;
- b) No more than \$150,000 (net cost) of the Funds under this grant shall be used toward the purchase of any single unit of housing. Grantee may utilize more than \$150,000 of this grant towards the purchase price of any single unit provided that at the time of closing on the unit, the net cost shall not be higher than the \$150,000 cap;
- c) Any unexpended balance of the funds as of January 1, 2008 shall be returned to the Community Preservation Fund not later than January 15, 2008; and
- d) The Grantee shall execute or obtain a permanent deed restriction running to the benefit of the Town and guaranteeing the affordability of any housing unit purchased with the Funds.

The Housing Trust requests that the CPC authorize the Funds to be spent in support of any and all legitimate purposes for which the Trust was established (i.e., To provide for the creation and preservation of affordable housing in the Town of Lincoln for the benefit of low and moderate income households and as otherwise specified in the Declaration of Trust on file at the Middlesex South Registry of Deeds); provided however, that:

- a) Funds from this grant may only be expended in support of projects for which the CPC has given express authorization; and

- b) Any unexpended balance of funds provided under this grant as of January 15, 2009 shall be returned to the Community Preservation Fund with the possibility, but not the guarantee, of reauthorization.

**Time frame for completion of the project:**

The Housing Trust is working in partnership with the Lincoln Housing Commission and Lincoln Foundation to identify priority affordable housing opportunities. The Trust anticipates expenditures during fiscal year 09.

**How does this project help preserve Lincoln’s character or further its mission?**

Lincoln has long been in a leader in affordable housing – a commitment that is explicit in our Town vision statement, part of our core values and in evidence in the work being done by our town agencies. The Housing Trust was created to help facilitate these efforts by creating a more flexible funding mechanism. While the Town is in compliance with Commonwealth affordable housing requirements (10% of housing stock is affordable), Lincoln is approximately 15 units short of the number that will likely be required to remain in compliance following the 2010 census. Thus to remain in control of development, it is necessary that the various housing agencies develop the additional units by 2010 or very shortly thereafter. The requested funds will make this possible.

**What are your funding requirements for this project?**

Fiscal Yr	Implementation	Maintenance	Total	Other Funding	CPC Funds Requested
2009	900,000	0	900,000	***	900,000
2010	0	0	0		
2011	0	0	0		
<b>Total</b>					

**Note (\*\*\*)**

The proceeds from the sale of the Hollingsworth property (Twin Pond Lane) will be transferred to the Housing Trust. The transfer should be executed in calendar year 2008.

**Anticipated future funding requests from CPC:**

None at this time.

Grant Reauthorized March, 2008  
 FY 09 Town Meeting

**Motion under Article \_\_\_ Community Preservation Committee**

Moved: That the town hear a report from the Community Preservation Committee and that the following amounts (items A – M) be appropriated or reserved from Fiscal Year 2009 Community Preservation Fund Revenues, or transferred from prior year's revenues for Community Preservation purposes:

	<b>Project</b>	<b>Total Appropriation</b>	<b>Source of Appropriation</b>
	<b>Appropriations:</b>		
A	To fund for historic resources purposes the construction of an archival-caliber vault in the Library, such expenditures to be made within three years of Town Meeting in order to be eligible for this funding.	\$465,097	\$359,517 from CPA FY 09 Projected Revenues, \$105,580 from CPA Historic Reserves
B	To appropriate funds for open space purposes to the town's Conservation Fund through which the Conservation Commission is permitted to acquire land for conservation purposes.	\$25,585	\$25,585 from General CPA Fund Balance
C	To fund for open space purposes a pilot program of the Conservation Commission to manage invasive plants and species on town conservation land.	\$31,000	\$31,000 from General CPA Fund Balance
D	To fund for community housing purposes the expenses of a consultant to assist in updating the town's Consolidated Housing Plan.	\$12,000	\$12,000 from General CPA Fund Balance
E	To appropriate funds for community housing purposes to the town's Affordable Housing Trust fund to be used for affordable housing pursuant to a grant agreement between the Community Preservation Committee and the trustees of the Affordable Housing Trust Fund.	\$900,000	\$678,804.05 General CPA Fund Balance \$221,195.95 from CPA Housing Reserves
F	To fund for historic resources purposes various components of the Library fire suppression system installation, such expenditures to be made within two years of Town Meeting in order to be eligible for this funding.	\$63,288	\$63,288 from General CPA Fund Balance
G	To fund CPC administrative expenses.	\$6,000	\$6,000 From General CPA Fund Balance
H	To fund debt service payments due on temporary borrowing, payable in June FY08 for previously voted CPA projects.	\$58,976	\$58,976 From General CPA Fund Balance
I	To fund FY09 debt service payments due on first year permanent borrowing for previously voted CPA projects.	\$136,567	\$136,567 From FY 09 Projected Revenues
	<b>Project Appropriation Subtotal</b>	<b>\$1,698,513</b>	
J	Housing Reserve	\$86,000	\$86,000 from FY09 projected revenues
K	Open Space/Land Acquisition Reserve	\$86,000	\$86,000 from FY09 projected revenues
L	Historic Preservation Reserve	0.00	
M	Recreation Reserve	0.00	