

Bedford Housing Partnership

Operating Procedures

November 1, 2023

I. General Operations

- **Monthly Meetings.**

- The Bedford Housing Partnership (BHP) shall meet on the Third Tuesday of the Month at 7PM. Should there be no business before the BHP for a particular month, the meeting may be canceled by the Chair several days in advance.

- Staff will submit the agenda and packet to the Partnership board members no later than six days prior to the meeting date.

- A Fair Housing report shall be presented at each meeting to discuss any fair housing related requests or issues. A Fair Housing Liaison Officer shall be identified by the BHP. The Officer may be a staff or BHP Board member.

- **Coordination with the Municipal Affordable Housing Trust, Planning Board and other related Boards or Committees.**

- A report or presentation of BHP actions and goals shall be given to the Municipal Affordable Housing Trust (MAHT) semi-yearly. Either staff or BHP member can provide the update. It may be given in oral or written form.

- The liaison from the Bedford Housing Partnership to the Municipal Affordable Housing Trust or staff shall provide an update of Trust actions and issues to the BHP after each Trust meeting.

- For affordable housing projects requesting financial assistance from the Municipal Affordable Housing Trust:

Housing projects that seek funding from the Trust in return for housing affordability creation or preservation, an ad-hoc subcommittee made of up of not more than four (four) members of the Partnership, along with other members of the Trust and Town staff may be created to negotiate a framework agreement. A vote of the full BHP Board must be taken for any appointment of a BHP member to a subcommittee. For working groups, BHP members may volunteer individually after a discussion. No vote is required Any agreement or proposal that is developed through the work of said subcommittee or working group must be submitted to the full BHP Board for including a vote approving a letter of support, recommendation, or other action and. The action of the BHP shall be reported to the MAHT.

-For other boards, committees or organizations:

Liaisons from the Planning Board and Select Board shall present a written or oral update at each BHP meeting. Coordination with other Boards or Committees shall be defined as needed. A vote of the full BHP Board must be taken for any appointment of a BHP member to a subcommittee with another board, committee or organization that is subject to the Open Meeting law. For more informal ad-hoc subcommittees, task force or working group with another board, committee or organization, a member can volunteer without a vote.

Any agreement or proposal that is developed through the work of said subcommittee or working group must be submitted to the full BHP Board for a vote approving a letter of support, recommendation or other action.

II. 40B LIP, LAU and Related Affordable Housing Projects Requiring Letter of Support or Similar Decision.

-Note that under Massachusetts Department of Housing and Community Development G.L. C. 40B Comprehensive Permit Projects Guidelines Regulatory Authority: see 760 CMR 56.00. A Developer shall consult with the local Bedford Housing Partnership and submit a letter of support from that entity before proceeding to the Bedford Select Board to seek endorsement.

- **Scheduling**

-For all affordable housing projects that appear before the Partnership, an initial introductory meeting is required before a submittal for a decision is requested. Materials shall be filed before 4 PM not less than one week (seven days) prior to the meeting of the BHP. The introductory meeting is an opportunity to discuss the project concept including a visual presentation, level and type of affordability. The introductory meeting allows for interactive discussion including what the developer has done or plans to do for community outreach including contacts and meetings, an opportunity to invite BHP to a future community outreach meeting, clarification of what the BHP requires for a formal submittal including public outreach, and feedback information that the developer may be seeking.

-After an introductory meeting is completed, a project developer may schedule a second meeting to request a required letter of support or decision from the BHP. Application materials shall be filed by 4 PM not less than two weeks (14 days) prior to the meeting of the BHP. Materials include a completed LIP, or LAU application, information on public input and additional materials as indicated in the following section. Failure to submit

required materials by the due date will result in removal from the agenda and placement on the next scheduled BHP meeting.

- Supplemental materials and materials showing minor changes to the project shall be submitted not less than 7 (seven) days by 4pm prior to the BHP board meeting in order to facilitate distribution to BHP board members and municipal staff. Examples of minor changes include updating or providing a missing a supplemental table or page, minor corrections, adding limited narrative. Supplemental items submitted later than seven days in advance will not be included in the presentation.

- **Meeting Submittal Standards**

- Applicants will be placed at or near the top of the agenda to enable sufficient time to complete presentation. Projects may take more than one meeting to complete presentation, answer questions from the Partnership board, provide follow-up materials, deliberation and rendering of a decision.

- **Submittal Requirements**

- A formal request for a housing project Letter of Support or other approval, applicant shall submit the following items to be deemed complete:

- A visual concept of the project.

- Number and location of the affordable units within the project.

- Project Budget/Pro Forma: The Developer shall submit a project budget/pro forma detailing anticipated expenses and revenues of the project as required in the DHCD LIP or LAU application.

- A fully completed LIP/LAU application including a name of the affordable rental agent and how the Affirmative Fair Housing Marketing Plan will be handled.

REMAINDER OF THIS SECTION TO BE DETERMINED.

- **Deliberations and Decisions**

- BHP board members will not begin deliberations toward a decision until all presentations are complete and any supplemental files provided. Generally, the process begins with a presentation from the developer followed by an interactive discussion with any questions asked and answered. At that point deliberations amongst the Partnership board members will begin. Once Partnership board members have had adequate time to deliberate, a decision on a letter of support and content will be rendered.

III. For Other Housing Development Projects Not Requiring Approval or Support Decision

-Presentation materials must be submitted by the deadline by 4 PM seven days before the next Partnership meeting. For a Partnership meeting on a Tuesday, the deadline would be the prior Wednesday at 4pm. Failure to do so may result in removal from the agenda and placed on the following meeting.

IV. Other Presentations, Programs and Projects

-For other presentations such as educational materials or information, reports, program or project initiatives or any other items, presentation materials must be submitted by the deadline of 4 PM seven days before the next Partnership meeting. For a Partnership meeting on a Tuesday, the deadline would be the prior Wednesday at 4pm. Failure to meet the deadline may result in removal from the agenda and placed on the following meeting.

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V. Amendments and Review

-These Bedford Housing Partnership Operating Procedures may be amended at any time by a vote of the Bedford Housing Partnership.

-If after two years, there are no amendments or changes to the BHP Operating Procedures, the BHP shall perform a review to determine if any changes are needed to better perform its functions.

This documents approved by the Bedford Housing Partners Board on October 17, 2023.