



**Watertown Housing Partnership
Meeting Minutes
February 21, 2017
Watertown Administration Building**

Members In Attendance

Fred Reynolds (Chair), Brian Costello (Watertown Housing Authority), Judge Paul Menton, Helen Oliver, and Andrea Adams (Senior Planner, Department of Community Development & Planning)

Others Present

District B Council Member Lisa Fletner

I. Review/Approval of Draft Minutes

September 21, 2016 and January 17, 2017

Mr. Reynolds asked for any corrections to the two sets of draft Minutes. Hearing none, he asked for a motion.

Mr. Costello moved to approve the draft September 21, 2016 Minutes as presented. Judge Menton seconded the motion, which was unanimously approved.

Mr. Costello moved to approve the draft Minutes of January 17, 2017 as presented. Ms. Oliver seconded the motion, which passed unanimously.

II. Fiscal Year 2018 Annual Action Plan

Mr. Reynolds asked Ms. Adams to go through the draft Annual Action Plan.

Ms. Adams summarized the questions posed in the Annual Action Plan and described Watertown's response to each. She noted the Annual Action Plan was part of a larger Plan being prepared by each municipality in the WestMetro HOME Consortium. She noted the draft Action Plan for the Consortium, including Watertown's section, would be submitted to the Department of Housing and Urban Development for approval.

Mr. Reynolds asked if Partnership members or members of the audience had any questions or comments.

District B Councilor Feltner asked when affordable units are accounted for by the State?

Ms. Adams said that affordable units are officially "counted" by the state Department of Housing and Community Development (DHCD) when the units have a Certificate of Use/Occupancy. She noted that DHCD has a series of forms and documents that a municipality fills out and provides to the Department. Once DHCD completes its review of this confirmatory information, a formal letter is sent to the Town Manager notifying Watertown that additional affordable units have been attributed to Watertown.

Mr. Reynolds asked for a motion to approve the draft FY 2018 Annual Action Plan for Watertown.

Judge Menton moved to approve the draft FY 2018 Annual Action Plan for Watertown. Ms. Oliver seconded the motion, which was unanimously approved.

Adjourn

Mr. Reynolds asked if there were any other questions or comments, or other business to come before the Partnership. Hearing none, he asked for a motion to adjourn the meeting.

Mr. Costello moved to adjourn the meeting, and Ms. Oliver seconded the motion, which was unanimously approved. Meeting adjourned at 7:00 PM.