



**TOWN OF HOPKINTON  
SELECTMEN'S OFFICE**

**18 Main Street  
Hopkinton, MA 01748  
508-497-9700  
508-497-9702 (fax)  
[geri@hopkinton.org](mailto:geri@hopkinton.org)**

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January 7, 2004

Mr. Wayne Davies, Chairman  
Board of Appeals  
Town of Hopkinton  
Hopkinton, MA 01748

Dear Mr. Davies:

At the Selectmen's meeting held last evening, the Board of Selectmen voted their approval of the attached Affordable Housing recommendations to accomplish the monitoring and oversight of housing units affordable to low and moderate income families created to satisfy the provisions of MGL c.40B.

If you have any questions, please call the office.

Sincerely yours,

Geri Holland  
Executive Assistant

Enclosure

## RECOMMENDATIONS FOR ZBA

The following is a plan of how the Board of Selectmen intends to accomplish the monitoring and oversight of housing units affordable to low and moderate income families created to satisfy the provisions of MGL c.40B:

<b><u>Types of Programs</u></b>	<b><u>Oversight</u></b>
1. <i>Existing 40B Units</i> <ul style="list-style-type: none"><li>■ Pinecrest Village</li><li>■ Wood Hollow</li></ul>	Planning Department with assistance of Selectmen's Office; Review process with State
2. <i>Town-created Units (LIP)</i> <u>Examples:</u> EMC House, Fruit Street property, Local Affordable Housing Task Force Projects	Planning Department or CHAPA (Depending on size and complexity of project.)
3. <i>New Ch. 40B Comprehensive permits Ownership Units</i>	CHAPA or similar organization under contact with Town; contract reviewed and administered by Planning Dept.
4. <i>New Ch. 40B Comprehensive Permits Rental Units</i>	CHAPA or similar organization under contact with Town; contract reviewed and administered by Planning Dept.
5. <i>Housing Authority (Rental or Senior Units)</i> <ul style="list-style-type: none"><li>■ Davis Road</li></ul>	Housing Authority

The Board of Selectmen intends to designate the Town of Hopkinton Planning Department the responsibility for monitoring the existing ownership units at Pinecrest Village and Wood Hollow, with the assistance of the Selectmen's office. Discussions with the Dept. of Housing and Community Development (DHCD) have been ongoing with respect to ways to accomplish more local monitoring in this regard. Currently, DHCD is largely responsible for this monitoring, and the Board of Selectmen's office is currently responsible for the little local monitoring that takes place.

The Planning Department will be responsible for monitoring units generated by the Town itself, such as the EMC house and future projects, although larger and/or more complex projects may be contracted to CHAPA or a similar organization. If contracted, the Planning Dept. will be responsible for reviewing and monitoring the contract.

The Board proposes that units created by comprehensive permits initiated by developers (such as Stagecoach Heights) be monitored by CHAPA, under contract with the Town. The Planning Dept. will be responsible for reviewing and monitoring the contract. We anticipate that the process will require the proponents to meet with CHAPA and the Planning Dept. early in the process to review a contract for submission to the Board of Appeals and inclusion of the monitoring condition within the comprehensive permit.

The Housing Authority currently monitors its elderly and family housing on Davis Rd. and would continue to do so. It is anticipated that it would also be responsible for monitoring future development under its auspices in the future.

The personnel responsible for the monitoring function in the Planning Department will be the Planning Director and/or a Planner or planning consultant to be hired in the future.