

Hingham Affordable Housing Trust Meeting Minutes

January 19, 2022

Remote Meeting via Zoom

In attendance: Amy Farrell (Chair), Kathleen Amonte, Nancy Kerber, Liz Klein, Brigid Ryan, Jack Falvey, Greg Waxman, Tim White, Randy Winters.

Also, in attendance: Kristin Dziergowski (AdCom), Michael Silveira (Staff). **Absent:** Davalene Cooper (AdCom). **Guests in Attendance:** Emily Wentworth (Staff), Jennifer Oram (ZBA).

Prior to the meeting, Trust members were provided with an Agenda Summary outlining the latest updates on agenda items since the December 15, 2021 meeting.

Call to Order

At 7:00 p.m., Chair Farrell called the meeting to order.

Chair Farrell read the following **Open Meeting Law** statement that has been slightly modified:

“This meeting is being held remotely as an alternative means of public access pursuant to Chapter 20 of the Acts of 2021 temporarily amending certain provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting will be recorded by the Town of Hingham in accordance with Open Meeting Law. If any participant wishes to record this meeting, please notify the Chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the Chair may inform all other participants of said recording.”

Chair Farrell asked whether there is anyone who is recording the meeting. There was no reply. The Town of Hingham is recording the meeting.

Kathleen Amonte announced her resignation as a volunteer AHT Board member effective immediately. Members expressed regret and sincere appreciation for her contributions to the Trust's mission. Ms. Amonte left the meeting at 7:13 pm.

Introduce New Zoning Administrator

Chair Farrell introduced Jennifer Oram who will work closely with the Affordable Housing Trust. Ms. Oram, as well as members, introduced themselves and shared their backgrounds with affordable housing.

Chair Farrell asked Ms. Oram how soon a candidate will be selected to replace Michael Silveira who has taken another position with the Town. She is interviewing. A decision will be made by the end of January.

Minutes Approval: December 15, 2021

Chair Farrell noted the spelling of Kathy Reilly 's name needs correction on page 3.

Members had not reviewed the minutes. Approval of the minutes was postponed until the next meeting.

Treasurer's Report

- **December**

Chair Farrell asked members to consider volunteering as Treasurer for AHT or recommend someone.

Brigid Ryan asked whether \$60,000 of the \$1,000,000 is earmarked for 499 Cushing Street. Chair Farrell made clarification.

MOTION: Tim White motioned to approve the December Treasurer's Report with the amendment to correct the balance end date to December 31, 2021. Seconded by Jack Falvey.

Vote: Brigid Ryan, aye; Nancy Kerber, aye; Randy Winters, aye; Tim White, aye; Jack Falvey, aye; Liz Klein, aye; Chair Farrell, aye. **Roll Call Vote:** 7-0-0

Chair Farrell discussed the six-month reports so the Board could see the resources available to the Affordable Housing Trust showing beginning balances by project as of 7/1/21.

Active Projects

Chair Farrell noted that she had met with Art Roberts and Jennifer Oram and shared a table of the status of each project. This document was shared with members of the AHT prior to this meeting. The final goal is to pass assets to the homeowner. The table gives specifics for each project toward that goal.

Chair Farrell asked Michael Silveira to confirm all properties have been winterized. He confirmed.

1. 499 Cushing Street

- Mike Silveira reported that maintenance items are complete (washing machine repair, kitchen pipe leaking into basement)
- Jack Falvey reported that we recently received the name of an engineer who may be able to confirm that there is no wastewater treatment plant technology that would be permissible to allow for more than 6 to 8 units if the trust were to wish to pursue a multi-unit development. If as expected that is confirmed, the plan would be to move forward to have the lot subdivided under Chapter 40B and permitted for a second single family home to be built on the property
- Chair Farrell said it would be subdivided into 2 properties, then facilitate a sale through either an RFP for both units or the land alone for redevelopment with a single family home at the front of the lot.
- Tim White confirmed the current tenant in the month-to-month lease is aware the home will be sold.
- Chair Farrell said the home will need further repairs to be ready for sale.

ACTION: Chair Farrell said the tenant should be reminded the home will eventually be sold as we close in on the development plan.

MOTION: Brigid Ryan motioned to authorize a point person from the Trust, Jack Falvey, and an emergency staff contact, depending on availability of the point person, to spend up to \$2,000 from the Cushing Street account to remedy any individual repair not to exceed \$5,000 for total repairs that may be needed at 499 Cushing Street. Jack Falvey seconded the motion.

Vote: Jack Falvey, aye; Brigid Ryan, aye; Liz Klein, aye; Randy Winters, aye; Tim White, aye; Nancy Kerber, aye. **Roll Call Vote:** 6-0-0

Chair Farrell suggested developing a detailed development budget for restoration of 499 Cushing Street until the property is developed.

Liz Klein suggests a new assessment for improvement if the Town will hold the property another year.

2. 29-31 Rhodes Circle

- Nancy Kerber visited 1/19/22. Rugs have been cleaned to effectively remove the smell of smoke.
- She solicited the Garden Club's interest to develop a landscape plan.
- Michael Silveira solicited two driveway quotes. One contractor will visit the property this week.
- Appliances continue to be backordered due to supply chain crisis. Expected 2/11/22.
- The unit has been winterized by Mulcahey Mechanical.
- The contractor for the basement wall division will be on site 1/21 and begin work 1/24/22.
- Dryer vent installation work should begin 1/24/22.
- Floor plan of the entire structure and basement including basement walls needs to be created.
- Emily Wentworth said the driveway does not need to be finished before preparing condo docs.
- Civil Engineer, Pat Brennan of Amory Engineers, will draw up the demarcation of separate spaces between the condominium units.
- Real Estate Counsel, Susan Murphy, will draft the condominium documents.
- Marketing materials and lottery process can be prepared once condo docs are prepared.

ACTION: Michael Silveira will follow up on one outstanding driveway quote.

3. 270 Central Street

Michael Silveira reported the scope is being revised to provide more clarity and specifics for potential bidders. It is under review by Kathy Reilly and legal counsel.

Based on quotes received with the last solicitation, it appears the project will be more than \$150,000. Emily Wentworth said because of the cost threshold we need cost estimates for sub-bids for any trade estimated to cost more than \$25,000. Emily has reached out to an architectural firm to determine whether any trade would exceed the \$25,000 threshold. She suggested engaging an architectural firm or contractor to help establish the cost for these projects.

Chair Farrell said when AHT took this property in 2020, we estimated as a placeholder for CPC that this project would cost \$140,000-\$150,000. We are now over \$200,000 before adding professional fees. For projects of that magnitude, bidding contractors will need to be DCAM certified.

Greg Waxman suggested costs have increased 30%-40% for any quotes we received in the past two years due to the current construction climate. We did receive two bids that were very close at \$212,000 and \$214,000 respectively. Board members discussed that the RFQ scope changes lacked clarity regarding the intent of the home's energy source.

ACTION: Emily Wentworth will rework the bid documents.

MOTION: Tim White motioned to authorize Greg Waxman to work with Town staff to develop the scope of work for 270 Central Street. Jack Falvey seconded the motion.

Vote: Jack Falvey, aye; Brigid Ryan, aye; Nancy Kerber, aye; Randy Winters, aye; Tim White, aye; Greg Waxman, aye; Liz Klein, aye; Chair Farrell, aye. **Roll Call Vote:** 8-0-0

MOTION: Tim White motioned to authorize the Chair to spend up to \$5,000 from Opportunity Funds for professional services to develop a scope and bid process for 270 Central Street. Brigid Ryan seconded the motion.

Vote: Jack Falvey, aye; Brigid Ryan, aye; Nancy Kerber, aye; Greg Waxman, aye; Randy Winters, aye; Tim White, aye; Liz Klein, aye; Chair Farrell, aye. **Roll Call Vote:** 8-0-0

4. Lincoln School Apartments

Chair Farrell reported:

- Revised budget template was approved at the AHT's January meeting
- FY2022 budget will be presented to the Select Board next week
- We received a schedule of values and a calendar from the contractor.
- They are in the process of reviewing submittals.
- Windows are expected to be ordered by the end of January. Fabrication will begin in February.
- Chair Farrell spoke with architect, Mark Coughlin. Contractor has 12 months per the terms of his contract to complete the windows
- As this is Town owned property, there is a mask mandate for common areas and apartment halls.
- Signs have been posted at entrances and elevators to remind residents.

Chair Farrell will keep AHT members apprised of the progress.

She will present 2021 year-end financials and 2022 budget to AHT members at the February meeting once the Select Board has voted.

5. 23 Ridgewood Crossing

Randy Winters said there has been no real progress on the project given the holidays. The timeline of "to do's" on the project table is correct.

- The project has been winterized.
- The project needs appropriate bids, approval, and a schedule.
- A formal scope needs to be prepared. Randy will gain indoor access to the property this month. Both Brigid Ryan and Nancy Kerber volunteered to visit the property with Randy.
- Brigid Ryan suggested the scope of the project in the RFQ should contain specific materials.
- Nancy Kerber saw the second floor 6-7 years ago, perhaps prior to illegal alterations.
- Michael Silveira suggested Randy speak with or visit the site with a representative from the condominium association. The unit needs to be restored to its original state since many alterations to the second floor were made illegally.
- Chair Farrell said the property is a Town owned asset. Bids are subject to public bidding based on anticipated dollar threshold regardless of project size. The work will be done based on prevailing wages which costs can increase over time. It's important to get someone to do the work.
- Chair Farrell asked if AHT could begin with legal documents and marketing materials concurrently with work being done so we're ready to move with a marketing agent.

ACTION: Randy Winters will gain indoor access to the property, prepare scope, and solicit bids from contractors before February AHT meeting.

ACTION: Chair Farrell asked Jennifer Oram or Michael Silveira to learn whether condo docs and marketing materials can be prepared concurrently with construction work being done.

ACTION: Chair Farrell suggested Randy Winters speak with Emily Wentworth to determine affordability of the project which will determine the price.

ACTION: Chair Farrell suggested to Michael Silveira the AHT needs to discuss the price.

Other Business

1. Housing Plan

Chair Farrell asked for clarification whether AHT is recording the most accurate number of affordable housing units. Mr. Falvey described that the figure of 349 “actually” affordable units contained in the summary of the Housing Plan used with the Planning Board and elsewhere in 2021 appears not to account for the 272 units at Linden Ponds designated as affordable. Ms. Wentworth confirmed that it has been certified that the occupants of those 272 units meet the income eligibility requirements for the units to be deemed actually affordable. Ms. Kerber, Ms. Wentworth, and Mr. Falvey will discuss further as necessary to confirm before the February 16 meeting of the AHT what number we should be using for actual affordability in further communications.

2. CPC Application

Mr. Falvey gave a report. CPC met and agreed upon its recommendations to Advisory Committee. As expected, CPC unanimously voted all the funds for the \$166,000 Habitat project which is approximately 10% of the funds available to CPC this year. They did not vote for any other funding for affordable housing including Affordable Housing Trust's request for \$100,000.

- Mr. Falvey noted that he discussed with the CPC that AHT currently has \$1,000,000 in total funds available to it including the \$700,000 CPC grant last year. Mr. Falvey advised the CPC that AHT supported both the Habitat request as well as the Hingham Housing Authority requests. The latter were not approved.
- CPC pointed out AHT had projected expenses over the coming year indicating AHT may need additional funds for Opportunity spending, but also was expecting approximately \$500,000 on revenue from the sale of Rhodes Circle which may come through this fiscal year. Mr. Falvey acknowledged to CPC that AHT hoped that sale would be completed this year but it is uncertain.
- Mr. Falvey noted that the CPC Chair expressed concern that he hasn't seen any indication that AHT has prioritized being nimble and moving in the market to purchase properties with Opportunity Funds. AHT discussed with CPC that AHT is keeping an eye out for single property opportunities but also is looking at larger impact projects over the short- and mid-term as well as managing and rehabilitating for resale the properties we own.
- Jack suggested we conduct a monthly review to see about bidding on properties that may need rehabilitation, yet we could sell as "affordable" homes. Mr. Winters volunteered to accept this role.

Chair Farrell thanked Mr. Falvey for his support in representing AHT for other affordable applications, for transparency, and reporting the balance of AHT existing resources. AHT properties are Town owned assets. The funds AHT expends must go through a process; it can be challenging to expend those funds and expedite development. AHT's much reduced request to CPC reflects the fact that we are aware we are not spending funds at a certain rate.

3. Potential Property Acquisition/Development Support Rockland/Hull Street

Tim White said they are expecting proposed plans back from an engineer within the next 2.5 weeks. The plans will be circulated to AHT members prior to a meeting at which there will be a presentation of the plans. AHT can expect an update in February.

32 Rockwood Road

Mike Silveira said the Town has engaged Engineer, Terence McSweeney as well as Site Excavator, David Margetts on a pro bono basis to conduct a soil evaluation at the site. Any results of the pro bono engineering work by Margetts and Terry McSweeney will require follow up, paid, professional services. In prior conversations with Town Staff, it was signaled the town would pay for those services prior to transferring the asset to the Trust.

Members discussed whether the article could be pulled from the warrant before Town Meeting if it is determined the site is not developable. Members discussed the reservation that the site may not be developable, but AHT has already committed to the project. There are very few properties available in the \$500,000-\$600,000 range which is why AHT needs to consider properties such as this. Tim White volunteered to be the point person for AHT as development of the soil evaluation unfolds.

MOTION: Tim White motioned to request insertion of the following article on the warrant for the upcoming Town meeting: "Article AA: Will the Town authorize, but not require, the Select Board to transfer to the Hingham Affordable Housing Trust the care, custody, management, and control of the following parcel of land for the purpose of affordable housing in perpetuity: Lot 11 on a plan entitled, 'Subdivision Plan of Land in Hingham, MA' dated April 14, 1954, prepared by Lewis Perkins & Son, recorded with Plymouth Deeds as Plan No. 271 of 1954 in Plan Book 9, page 811?" Greg Waxman seconded the motion.

Vote: Jack Falvey, aye; Liz Klein, aye; Tim White, aye; Greg Waxman, aye; Nancy Kerber, aye; Randy Winters, aye; Brigid Ryan, aye; Chair Farrell, aye. **Roll Call Vote:** 8-0-0

4. Chairperson's Report

Chair Farrell said she would like to discuss the potential to have Habitat for Humanity return to speak with AHT in March or April. We should be considering how we can best partner with a firm like Habitat or others on how best to truly execute nimbly on the transfer of property.

One Pager

Jack Falvey and Nancy Kerber collaborated to prepare a one-page document to summarize the mission of the Affordable Housing Trust as well as its goals and priorities to keep the focus. Details around affordable housing were taken from either the Master Plan or the Housing Plan. Liz Klein suggested once AHT members are comfortable the document is finished, share the document with the Select Board so they can help AHT have success with these 5-10 year goals.

ACTION: Jack Falvey to resend one-pager to members

ACTION: Members to review document and send comments to Jack or Nancy before next meeting.

ACTION: Final goal will be to request to present HAHT One-Pager to Select Board

PPT Presentation on the HAHT

Jack Falvey presented Affordable Housing in Hingham, a 31-page draft PowerPoint document to communicate what the Affordable Housing Trust is, what it does, and why, to be used by AHT members in whole or in part in any forums where communicating our function and goals would be useful. it includes:

- Affordable Housing defined
- How Chapter 40B fits in
- Significance of meeting the 10% requirement for affordable housing as opposed to actual affordability
- Hingham 2020 Master Plan prioritization of Affordable Housing
- The Housing Plan and relevant Town Demographics
- Goals the AHT has met to date, present work, future goals
- Photos and maps of affordable housing in Hingham
- 2019 Subsidized Housing Inventory
- There is a need for data on what our peer communities are doing

Chair Farrell thanked Jack and Nancy for the work done to prepare this presentation.

Randy Winters suggested that if we want to communicate more broadly the work of the AHT, the *Hingham Anchor* could run an article or do an interview introducing the Affordable Housing Trust; Brigid Ryan suggested doing so in conjunction with selling the next home ownership opportunity.

ACTION: Jack Falvey will re-circulate the PowerPoint presentation to members

ACTION: Members are to review and send any comments to Jack before the February AHT meeting.

ACTION: Jennifer Oram will review the document and verify the data points.

ACTION: Jack noted that the entire document, including all of the data, needs to be fact-checked by a second set of eyes, hopefully from a Staff member.

ACTION: Once approved, we will ask the Town Administrator's office to upload the document to the Affordable Housing Trust web site.

Development and Acquisition, Pre-Acquisition Checklist & Due Diligence

Brigid Ryan presented a one-page checklist to look at the feasibility of a project:

- What kind of funding sources does AHT have?

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- What will it cost to get to the end product?
Indicators:
 - How much \$ money does AHT have?
 - What are the potential \$ proceeds from the sale of the property?
 - \$ Funding from other sources (town, state, energy efficiency)Other considerations:
 - What are the \$ costs of carrying the property and for what length of time?
 - Architectural costs to consider:
 - Design, supervision, bidding consultant, engineering construction
 - Cost of selling the property (lottery agent)

What is our capacity at different stages of development? Reassess feasibility after we get engineering study and predevelopment work done at different stages. Is this project a "go" or a "no go"? Bring in opportunities that will increase funding such as energy efficiency (Mass Save Rebates).

Chair Farrell said the focus group for this task consists of Greg Waxman, Randy Winters, and Brigid Ryan. This process could be labeled Educational, but tactical, to support the creation of affordable housing units and how to "tier" potential projects. The goal is to work on larger deals.

5. Set Next Meeting Date

The next meeting will be held February 16, 2022.

Adjourn

Brigid Ryan motioned to adjourn the meeting at 10:28 p.m. Seconded by Jack Falvey.

Vote: Jack Falvey, aye; Liz Klein, aye; Tim White, aye; Brigid Ryan, aye; Nancy Kerber, aye; Randy Winters, aye; Chair Farrell, aye. **Roll Call Vote:** 7-0-0

Meeting Materials used:

- Affordable Housing in Hingham, 12-11-21 Draft HAHT Overview.pptx
- Agenda Summary 1.19.22.docx
- Hingham Affordable Housing Trust - one page.docx
- Minutes 12.15.21.pdf
- Agenda 1.19.22.docx
- December 2021 HAHT Treasurer's Report.pdf
- FYTD Dec 2021.pdf

Respectfully submitted,
Independent Contractor
Dale Michaud