

Remote Meeting via Zoom

In attendance: Amy Farrell (Chair), Jack Falvey (Vice-Chair), Liz Klein, Tim White, Nancy Kerber, Brigid Ryan, Greg Waxman, Randy Winters. **Staff:** Jennifer Oram (ZBA), Eleanor MacKay (ZBA). **Absent:** None. **Guests in Attendance:** Kristin Dziergowski (AdCom), Davalene Cooper (AdCom), Noreen Browne, Beth Lyons.

1. Call to Order and Roll Call Vote

At 7:00 p.m., Chair Farrell called the meeting to order, read the Open Meeting Law statement, and asked whether anyone is recording the meeting. No reply. The Town is recording the meeting.

2. (South Shore) Habitat for Humanity – Noreen Browne, Beth Lyons

Noreen Browne presented an update on South Shore Habitat's activities, beginning with its work on 302-304 Whiting Street. Site work will be completed within a couple of months. A family partner will be selected by July. By spring 2023, they hope to have both families residing there.

More broadly, South Shore Habitat for Humanity serves 32 cities/towns south and southwest of Boston. Some key criteria for partnership with towns include the existence of Housing Trusts which have access to CPA funds to help with infrastructure and construction costs to purchase property. Habitat for Humanity has a Land Acquisition Committee which searches property, including MLS database for private land and expired listings. Its BOD has building, construction, and permitting professionals. Goal is to complete 3-4 homes per year, an increase from the 1-2 they've been doing.

New program of focus is its Critical Repair Program, which fosters "aging in place" for seniors and veterans, allowing them to stay in their homes (e.g. installing grab bars, a ramp, fixing leaky windows). Low or moderate-income households eligible for a grant up to \$10K. Habitat restricts its properties to those meeting affordability thresholds through a deed rider with DHCD. Deed restriction is in perpetuity. If no right of first refusal exercised by town or DHCD, the homeowner can sell the home to purchasers qualifying with incomes at 80% AMI.

3. Minutes Approval – March 16, 2022

MOTION: Jack Falvey motioned to approve the meeting minutes of 3/16/22. Seconded by Tim White.

Vote: All in favor: Jack Falvey, aye; Greg Waxman, aye; Randy Winters, aye; Tim White, aye; Nancy Kerber, aye; Liz Klein, aye; Amy Farrell, aye. None opposed. **Roll Call Vote:** 7-0-0

4. Treasurer's Report: March 2022

The Trust did not vote on the February report at the March meeting as the Treasurer was absent. Ms. Ryan and Ms. Oram will meet before the May meeting and update Trust members in May.

ACTION: February, March & April 2022 Treasurer's Reports will be voted on at May meeting. Members should review the "snapshot" before the May meeting to vote.

5. Staff Update:

- Ms. Oram reviewed the HAHT Working Document 4.21.22 - JBO - ECM - Final.pdf of project updates for Trust owned properties.

6. Chairperson's Update:

- Lincoln School
 - Presented 2022 Capital Needs Assessment to Select Board and revised 2022 Budget
- Other Updates
 - Human Rights Coalition - HAHT Member
 - Select Board approved creation of 13 member Commission with 8 members nominated across departments, including AHT, and 5 at-large members.
 - Selectboard has interviewed pool of candidates including one who would be an excellent nominee from Housing Trust.
 - **ACTION: Bring a recommendation for an HAHT liaison to be voted on in May.**

7. Trustee Comments/Updates:

- Nancy Kerber and Ms Oram provided an update on **Rhodes Circle** including final landscape plan and status of condominium documents. Q3 disposition targeted. Sale to 60% AMI purchaser.
- Greg Waxman and Ms. Oram provided an update on **270 Central Street**. Using detailed scope developed by Ms McKay, will request M. Coughlin (Strekalovsky Architects) to create bid documents. Will ask M Coughlin to act as a contract manager, upon award of bid to successful contractor. Ms. Oram will review expectation of completion of renovation currently scheduled (Q2) more likely Q4. 270 Central Street.
- Randy Winters and Ms. Oram provided an update on **23 Ridgewood Crossing**. Scope for Ridgewood has not been developed in detail. Hope to follow similar pattern with process used to develop scope for Central Street. Mr. Winters believes work should not be as extensive as Central St. Ms Oram noted there are less extensive procurement processes given the lower estimated costs. Ms Oram also noted the town pays prevailing wage for labor costs. Ms Oram and Ms. MacKay will present a plan for 23 Ridgewood at subsequent Trust meeting.
- Ms. MacKay noted the Draft Specification document developed for review is in effect a palette to be used for other homes the Trust may be rehabbing, providing higher quality, consistent price, consistent look (same flooring, sconces, bathroom products). Having a single detailed set of spec's to work from would make it easy to change doors, knobs (pulled from general list)

Chair Farrell summarized:

- The Trust acquired properties over several years and required staff support, just recently hired, to develop scope and bid documents
- Construction costs including labor continue to escalate
- We'll use the work Ms. MacKay has done to standardize scope to help our Treasurer prepare project budgets
- Ms Ryan inquired if any benefit to bidding the multiple AHT projects as single project. Ms. Oram believes separate projects will allow better project management. Mr. Winters concurred. Ms. Ryan requested all projects be developed with the Town's Net Zero goals in mind.

8. Votes Requested of the Trust:

- Vote to approve removal of oil tank at Rhodes Circle - \$400.00

MOTION: Jack Falvey motioned to approve the expenditure of \$400.00 for the oil tank removal at Rhodes Circle. Seconded by Nancy Kerber.

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

- Vote to approve \$5,150 for the installation of privacy screening and washing machine hoses at 29-31 Rhodes Circle.

MOTION: Nancy Kerber motioned to approve an expenditure of \$5,150.00 to be paid to R. Mullen and Associates, Inc. for the installation of privacy screening and washing machine drain hoses at 29-31 Rhodes Circle. Seconded by Tim White.

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

- Vote to allow Staff, in coordination with the Project Manager, purchase landscape materials for the landscaping of Rhodes Circle, including labor and materials for 29-31 Rhodes Circle; proposed expenditure of \$1,500.

MOTION: Nancy Kerber motioned to approve an expenditure of \$1,500.00 for the landscaping of 29-31 Rhodes Circle. Seconded by Brigid Ryan.

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

- Vote to Update Floor Plans for Rhodes Circle – Additional cost may be required (will confirm prior to meeting)

MOTION: Jack Falvey motioned to approve Amory Engineers P.C. to update Floor Plans for 29-31 Rhodes Circle to meet the legal requirements for condominium documents for a cost of \$1,090.00. Seconded by Nancy Kerber.

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

- Vote to allow Staff, in coordination with the Project Manager, to make minor purchases for property improvements not to exceed \$200.00, with notification to HAHT Project Manager.

MOTION: Jack Falvey motioned to allow Staff to make minor purchases for property improvements not to exceed \$200.00, with notification to HAHT Project Manager. Seconded by Greg Waxman.

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

- Vote to delegate to HAHT Staff to prepare IFB Documents/Updated and more detailed scope for 270 Central Street and 23 Ridgewood Crossing, Unit #24 and begin bid process.

MOTION: Greg Waxman motioned to approve Staff prepare bid documents, scope materials and any other documents needed to go out to bid for 270 Central Street and 23 Ridgewood Crossing, Unit #24 and begin the bid process. Seconded by Brigid Ryan.

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

- Vote to approve Staff request quotes from Lottery Agents for 270 Central Street and 23 Ridgewood Crossing, Unit #24.

MOTION: Tim White motioned to approve Staff may request quotes from Lottery Agents for 270 Central Street and 23 Ridgewood Crossing, Unit #24. Seconded by Jack Falvey.

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

- Vote to approve repairs for 499 Cushing Street – roof leak, outside repairs and interior repairs at 499 Cushing Street in the amount of \$7,550.

MOTION: Jack Falvey motioned to approve repairs caused by water damage caused by a leaking roof at 499 Cushing Street in the amount of \$7,550.00. Seconded by Tim White.

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

- Consider the approval of a coordinated procurement process with Mark Coughlin and Town Staff (per discussions with Project Managers).

MOTION: Greg Waxman motioned to engage Strelakovsky Architecture to provide contract management services and detailed scope and bid documents in the amount of \$12,995.00 for 270 Central Street. Seconded by Tim White.

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

9. Administration:

- Next Meeting – May 25, 2022 and subsequent meetings held on the 4th Wednesday of each month to allow time for completion of monthly financial reporting from Town Accountants office.
- Emergency Legislation to extend remote meetings expires in July. No extension yet.

10. Executive Session under M.G.L. c. 30A, Section 21(a)(6) to consider the purchase, exchange, lease, or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town. The Board will reconvene in Open Session.

MOTION: Brigid Ryan motioned the Affordable Housing Trust enter into Executive Session under M.G.L. c.30A, Section 21(a)(6) to consider the purchase, exchange, lease, or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town. The Board will reconvene in Open Session.

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

At 9:55 pm, Chair Farrell ended the Executive Session and reconvened the Open Session.

11. Reconvene in Open Session - Potential vote regarding offer to purchase real estate.

MOTION: Brigid Ryan motioned to authorize the Chair of the Hingham Affordable Housing Trust to execute an offer to purchase real estate in the form attached hereto. Seconded by Jack Falvey.

Vote: Nancy Kerber, aye; Jack Falvey, aye; Brigid Ryan, aye; Tim White, aye; Greg Waxman, aye; Liz Klein, aye; Amy Farrell, aye. **Roll Call Vote:** 7-0-0

12. Matters Not Anticipated within 48 Hours of Meeting

There were none.

13. Adjournment

MOTION: Tim White motioned to adjourn at 9:57 pm. Seconded by Jack Falvey.

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

Respectfully submitted,

Dale Michaud
Recording Secretary