

**TRUST**



**HINGHAM AFFORDABLE HOUSING**

**DATE: Wednesday, August 17, 2022**

**TIME: 7:00pm**

**PLACE: Remote Meeting via Zoom**

**Trust Members Present:** Jack Falvey, Chair  
Liz Klein  
Brigid Ryan  
Elizabeth Cullen  
Randy Winters

**Trust Member Absent:** Greg Waxman

**Staff Present:** Jennifer Oram, Land Use & Development  
Eleanor MacKay, Land Use & Development

**Others Present:** Caitlyn Kirk (AdCom liaison)

**Call to Order**

At 7:07 p.m., Chair Falvey called the meeting to order, read the Open Meeting Law statement, and asked whether anyone is recording the meeting. No response. The Town of Hingham is recording the meeting.

**ROLL CALL VOTE TAKEN: E. Cullen, aye; L. Klein, aye; R. Winters, aye; B. Ryan, aye; J. Falvey, aye.**

**Board Reorganization**

Jack Falvey suggested the Board elect a Vice Chair within the next 90 days.

**MOTION: Ms. Ryan moved to appoint Jack Falvey as Chair for the remainder of the fiscal year.**

**SECONDED: Mr. Winters**

**ROLL CALL VOTE: E. Cullen, aye; L. Klein, aye; R. Winters, aye; B. Ryan, aye; J. Falvey, aye.**

**5-0 MOTION CARRIES**

**MOTION: Mr. Falvey moved to appoint Brigid Ryan as Treasurer for the coming fiscal year.**

**SECONDED: Mr. Winters**

**ROLL CALL VOTE: E. Cullen, aye; L. Klein, aye; R. Winters, aye; B. Ryan, aye; J. Falvey, aye.**

**5-0 MOTION CARRIES**

**Minutes Approval - May 25, 2022**

**MOTION: Ms. Ryan moved to approve the minutes of May 2022.**

**SECONDED: Mr. Falvey**

**ROLL CALL VOTE: L. Klein, aye; R. Winters, aye; B. Ryan, aye; J. Falvey, aye. Ms. Cullen abstained as she was not in attendance as a Board member for the May meeting.**

**4-0-1 MOTION CARRIES**

## **Treasurer's Reports: April, May and June 2022**

- Ms. Ryan reported most June expenditures were carrying cost of the properties owned by the Trust.
- Mr. Falvey suggested projecting carrying costs through 2024 for purposes of anticipating our costs through the CPC fund cycle.
- The Trust expects to receive funds upon sale of the Rhodes Circle property.
- The Board discussed whether sale proceeds would be deemed Opportunity Funds or the General Fund. Ms. Oram said she would confirm requirements under the CPA before the September meeting.

**MOTION:** Mr. Falvey MOVED to approve Treasurers' Reports for April, May, June 2022.  
**SECONDED:** Mr. Winters  
**ROLL CALL VOTE:** E. Cullen, aye; L. Klein, aye; R. Winters, aye; B. Ryan, aye; J. Falvey, aye.  
**5-0 MOTION CARRIES**

## **Staff Update**

**Project Updates on All projects** – Jennifer Oram & Eleanor MacKay

**Going forward information for the Board will be online rather than through email.**

### **29-31 RHODES CIRCLE**

- Application for the DHCD is complete and before Counsel
- Counsel is working on the condominium documents
- AHT will go before the Select Board in September to ask approval to submit the application to DHCD
- Ms. MacKay is working with the lottery monitoring agent. Hope to sell property in Calendar Q4 or Q1..

### **270 CENTRAL STREET**

- First draft portion of the package for the bid will go back out
- Large project with full inside and outside construction
- Draft will go to our Procurement Manager then to Town Counsel

### **23 RIDGEWOOD CROSSING**

- The plan is to prepare the bid documents in-house to save the Trust money

### **499 CUSHING STREET**

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## **GENERAL**

- an independent fiduciary Trust, it is able to enter into such contracts with the Town's agreement.

## **Trust Membership Size Update - Vote to Recommend/Approve Reduction in Member size from 9 to 7**

Ms. Oram said Attorney John Coughlin is drafting vote language for Select Board approval in September to reduce the Trust member size from 9 members to 7 members, to avoid further quorum issues.

**MOTION:** Chair Falvey moved that the Trust membership size be reduced from 9 to 7 members upon action by the Select Board.  
**SECONDED:** Ms. Ryan  
**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.  
**5-0 MOTION CARRIES**

## **Chairperson's Update**

## **Project Assignments**

- 29-31 Rhodes Circle - formerly Ms. Kerber; Mr. Falvey accepted assignment
- 270 Central Street - Mr. Waxman is assigned
- 23 Ridgewood Crossing - Mr. Winters is assigned
- 499 Cushing Street - Mr. Falvey is assigned
- Lincoln School Apartments - formerly Ms. Farrell; Ms. Cullen accepted assignment

## **Lincoln School**

- Windows installation has begun and will be complete by the end of November.
- Old Ship Parish declined HAHT's offer in April to purchase a portion of 107 Main to support expansion of Lincoln School, because it had an offer on the entire property in hand at the time. The Trust spoke with the purchaser about a desire to purchase a portion of the property. The closing for the new buyer is scheduled to occur next week. The Trust will watch to see whether the closing occurs.

## **CPC Application - Fiscal Year 2024 - Discussion / Possible Vote on Application & Amount - Mr. Falvey**

- Over the past 15 years, CPC has on average given Affordable Housing the 10% minimum under the CPA. There will be competitors for CPC funds including for Open Space, Historical, and Recreation.
- CPC is an annual process. Two rounds ago we received a grant for \$700,000. Last round we received \$0, but \$166,000 went to Habitat for Humanity for their construction expenses on two Whiting Street homes so that met the 10% requirement for affordable housing
- We will submit the initial application to CPC on September 15. The formal application isn't submitted until October, then the Trust will vote on the amount.
- Over the next two years, the Trust needs to be in a position to move to purchase properties.
- Expenses have been 50% more than anticipated on the 4 properties owned by the Trust.
- Purchasing more property might cost \$500,000 to \$600,000 or more.
- sales of the 4 properties that will replenish our accounts.
- Given that we did not receive funds last year, our initial thinking is that \$500,000 is a reasonable level to ask for this year.
- The Trust would like to consider developments of multi-family properties as well as single family homes.

## **Website Updates - Ms. Oram**

The Town is making all committee websites streamlined, up-to-date, and accurate. Ms. Oram has reviewed every page, document and link for the Trust's page. The Trust web site should be transparent so everything can be located there.

Mr. Falvey commented that the summary slide deck of the Housing Plan that is on the website has a significant error, understating the number of actually-affordable units, and asked that the figure be corrected or removed.

He'd like to see the Overview slide deck added once it is complete.

## **Mission Statement (Reconcile Annual Report, Website and One Pager)**

Members noted that our mission statement should reflect among other things the desire that people who work in Town and serve others be able to also live in Town as residents.

**MOTION: Ms. Ryan moved to adopt as the official the Mission Statement for the Hingham Affordable Housing Trust the formulation contained in the Annual Town Report. Specifically:**

**"The Trust seeks to preserve affordable housing through a variety of means which will benefit both current and potential new residents. The Trust will propose, support and develop affordable housing that contributes positively to the character of the town, considering both Hingham's history and its future. The Trust will engage in education and advocacy with the goal of promoting the diversity of Hingham's population."**

**SECONDED:** Mr. Winters

**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.

**5-0 MOTION CARRIES**

### **ADU Study Committee – Update**

Ms. Oram discussed Amy Farrell advocacy with the ADU Study Committee to broaden the availability of Accessory Dwelling Units.

- In 2017, there was a citizen petition before Town Meeting to allow detached accessory dwelling units. The petition failed.
- Town departments presented to the Study Committee.
- The Study Committee is drafting a recommendation to the Planning Board to determine whether to recommend to Town Meeting to amend the zoning bylaw which currently allows only attached ADU's occupied by family or a caregiver.
- Amy Farrell presented to the ADU Study Committee on 6/7/22 on the Trust's support for the availability of detached ADU's not restricted to family members. She later submitted a written version of her remarks.
- Chair Falvey said Amy Farrell highlighted an inconsistency in the language around ADU's in the Master Plan and the Housing Plan. The Master Plan supported ADU's but not as rentals.
- Ms. Oram suggested that the Trust draft a letter in support of its position for the Planning Board, to be reviewed at the September HAHT meeting.
- Ms. Oram suggested members nominate a Board member at the September meeting who will represent the Trust and attend Planning Board hearings.

**MOTION:** Ms. Ryan moved to authorize the Chair to draft a letter, substantially along the lines of Amy Farrell's memo to the Select Board, to submit to the Planning

Board

on behalf of the Trust.

**SECONDED:** Mr. Falvey

**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.

**5-0 MOTION CARRIES**

### **Meeting Dates – Outlook Invitations and Meeting Schedule**

Mr. Falvey suggested members add the monthly meeting dates to their calendars so a quorum would be met. Ms. Oram will send Outlook calendar invites in advance.

### **Votes Needed by the Trust:**

Ms. MacKay said Mass Saves would give a 100% discount on the work they will do to insulate the attic at 29 and 31 Rhodes Circle . They did a walk through the property comparing the heating cost difference between the two units. They found the cost was three times higher in one unit compared to the other unit. They determined the reason was an old boiler, and lack of insulation between the home and the garage.

Members concurred the Trust wants to deliver these homes in a condition so that they are as inexpensive to live in as possible.

**MOTION:** Mr. Falvey moved to approve the Mass Saves proposal to insulate the attic for 29-31 Rhodes Circle.  
**SECONDED:** Ms. Ryan  
**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.  
**5-0 MOTION CARRIES**

**VOTE to approve the Mass Saves proposal for 23 Ridgewood Crossing**

Ms. MacKay said Mass Saves would give a 75% discount on the proposed work they will do for this property. They could not gift the work at 100% of the cost because the building is not a duplex.

**MOTION:** Mr. Falvey moved to approve the Mass Saves proposal for 23 Ridgewood Crossing.  
**SECONDED:** Ms. Ryan  
**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.  
**5-0 MOTION CARRIES**

**VOTE to replace the Boiler at 29 Rhodes Circle**

We will have three quotes but need to be allowed to move forward.

**MOTION:** Mr. Falvey moved to vote to delegate to Jennifer Oram and Eleanor MacKay the ability to choose the most cost-effective and efficient approach, not to exceed \$19,344 to replace the boiler at 29-31 Rhodes Circle.  
**SECONDED:** Mr. Winters  
**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.  
**5-0 MOTION CARRIES**

**VOTE to replace the Hot Water Heater at 31 Rhodes Circle**

replace the water heater at 31 Rhodes Circle.

**SECONDED:** Mr. Winters  
**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.  
**5-0 MOTION CARRIES**

**VOTE to approve the Chair sign documents related to 29-31 Rhodes Circle for DHCD as needed.**

**MOTION:** Ms. Ryan moved to approve the Chair to sign documents related to 29-31 Rhodes Circle for DHCD as needed.  
**SECONDED:** Mr. Winters  
**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.  
**5-0 MOTION CARRIES**

**VOTE to approve the Chair sign documents, all related bid documents for 270 Central Street and 23 Ridgewood Crossing.**

**MOTION:** Mr. Winters moved to approve the Chair sign documents, all related bid documents for 270 Central Street and 23 Ridgewood Crossing.  
**SECONDED:** Ms. Ryan

**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.  
**5-0 MOTION CARRIES**

Ms. Oram shared photographs of Trust members and Town management as construction began at a project to build two homes on Whiting Street.

**Administration:**

**Next Meeting** – September 28, 2022

**Remote Meetings Update**

We will stay with remote meetings and meet occasionally in-person.

**Review of items to be on the next agenda**

- CPC application for review
- One sheet on CPC
- Decision by Select Board regarding reduction in number of AHT board members
- Updates on approval of LAU application for Rhodes Circle to go to DHCD
- Draft of the letter of support for ADU's based on Amy Farrell's memo
- Property Tax titles takings

**Adjournment**

**MOTION:** Ms. Ryan moved to adjourn the meeting at 8:51 pm.  
**SECONDED:** Mr. Falvey  
**ROLL CALL VOTE:** J. Falvey, aye; L. Klein, aye; E. Cullen, aye; R. Winters, aye; B. Ryan, aye.  
**5-0 MOTION CARRIES**

Respectfully submitted,

Dale Michaud  
Recording Secretary

**Documents Used for this Meeting:**

- Agenda
- Minutes of 5.25.22
- Affordable Housing Trust Comments ADU Bylaw 6\_7\_22.pdf
- Hingham Affordable Housing Trust Proposed Meeting Schedule 2022-2023
- HAHT Monthly Treasurer's Report - June 2022
- HAHT Monthly Treasurer's Report FYTD - June 2022
- HAHT Monthly Standard Dev. Sources - 23 Ridgewood Road - June 30, 2022
- HAHT Monthly Standard Dev. Sources - 29-31 Rhodes Circle - June 30, 2022
- HAHT Monthly Standard Dev. Sources - 270 Central Street - June 30, 2022
- HAHT Monthly Standard Dev. Sources - 499 Cushing Street - June 30, 2022
- Lincoln School Balance Sheet 0622
- Lincoln School Investor Report 0622
- HAHT Project Calendar - July 2022
- Mass Save Report - 23 Ridgewood
- Mass Save Contract - 23 Ridgewood
- Mass Save Report - 29 Rhodes Circle
- Mass Save Contract - 29 Rhodes Circle
- Mass Save Report - 31 Rhodes Circle

- Mass Save Contract - 31 Rhodes Circle
- Proposed HAHT Web Site Updates (already in progress)
- HAHT Mission Statement Discussion
- HAHT Draft Overview (created by Jack Falvey)
- HAHT One Pager (created by HAHT members)
- Draft One Pager (created by PR firm)
- Recent CPC Funding

**A complete meeting packet of documents used for this meeting can be found at the following link:**

<https://www.hingham-ma.gov/960/HAHT-Meeting-Documents>

**A complete meeting packet of supporting documentation for this meeting can be obtained in the Land Use & Development Office.**