



HINGHAM AFFORDABLE HOUSING TRUST

DATE: Wednesday, August 9, 2023

TIME: 7:00 pm

PLACE: Remote Meeting via Zoom

Trust Members Remote: Jack Falvey, Chair
Pamela Bates
Elizabeth Cullen
Liz Klein

Trust Members Absent: Brigid Ryan, Mike Sutton, Greg Waxman

Staff Remote: Jennifer Oram, Zoning Board of Appeals

Call to Order

At 7:02 pm, 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.

Welcome – Michael Sutton to the Trust

Chair Falvey welcomed Michael Sutton in absentia to the Trust.

Re-Organization of the Board; - Chair, Vice-Chair and Treasurer

Jack Falvey noted that the Trust annually elects officers for the upcoming Fiscal Year. There was a discussion of the three officer positions and their roles, and potential candidates. Liz Klein nominated Jack Falvey to serve as Chair. Jack Falvey nominated Pamela Bates as Vice-Chair.

Jack Falvey nominated Brigid Ryan to serve as Treasurer.

MOTION: L. Klein moved to nominate Jack Falvey to serve as Chair, Pamela Bates to serve as Vice-Chair, and Brigid Ryan to serve as Treasurer of the Hingham Affordable Housing Trust.

SECONDED: E. Cullen

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

Minutes Approval – June 20, 2023 - This item will be considered at the next meeting.

Treasurer's Reports

- Trust beginning year balance was \$974,000 since renovation costs had not yet been incurred on two SF homes.
- Current Trust balance is approximately \$673,000 after subsequent spending.
- Despite ongoing efforts, the Trust was unsuccessful in an effort the past 45 days to purchase a house.
- If any tax title properties prove workable, there is money in the Trust to make a purchase.
- \$735,000 in CPC grant funds have been voted at CPC and ATM and are available, but not yet included in the Trust's balances...

MOTION: P. Bates moved to approve the Treasurer's Reports through June 2023.

SECONDED: L. Klein

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

Staff Update

Project Updates on All projects:

29-31 Rhodes Circle

- The lottery occurred on 8/3/23 with two new owners pending Purchase & Sale agreements.
 - One Hingham resident won the lottery as the Local Preference.
 - J. Oram will get lottery winner information to Town Counsel.
- EOHLC, Executive Office of Housing & Livable Communities, is the new acronym for DHCD.
- In the package that went to the State EOHLC, the Trust agreed to put \$5,000 in the condominium fee fund to be sure repairs would be funded in addition to the \$200 condo fee per owner.
- The package was forwarded to Town Counsel as well as Special Land Use Counsel, Susan Murphy for clarification.
- A punch list of items for update/repair will be completed on 8/15 as the house has sat dormant.
- The Trust will purchase a dehumidifier to be used for all properties to cut down on moisture.
- An 8/16 Open House invitation was sent to Trust members to view the finished home.

270 Central Street

- The dehumidifier will be used to cut down on moisture in the basement.
- The major work will be wrapped up this month.
 - The gas line was run this week.
 - The leaching field and septic system were flagged.
 - The Trust did not have a plan on file with the Board of Health.
 - If they followed the original path set by National Grid, they would have run a gas line through the leaching field.
 - The application is ready to go to EOHLC.
 - We await documents from Town Counsel as well as the marketing plan.
 - The appliances are not yet on site.
 - The deed rider is done. Everything is in place except the recording.

Members discussed purchasing dehumidifiers for all homes owned by the Trust.

23 Ridgewood Crossing

- The punch list is being worked on.
- The previous tenant had walled up an open area on the second floor. Removing the wall exposed that the kitchen cabinets were not framed on the top. The members discussed having the contractor finishing the cabinet tops.
- Staff will remove items left by the previous tenant and taken them to goodwill.
- The lottery monitoring agent found that the home had an old deed attached.
- E. Wentworth and J. Oram conferenced with EOHLC to explain the Trust had to spend funds to return the home to its original design as set out in the condominium documents. The previous tenant had obtained the home fraudulently.
- The Trust obtained a market rate appraisal of the home for \$1,250,000. The home must be sold at 80% AMI which is in the \$300,000 range.

499 Cushing Street

- The tenant has done a great job maintaining the unit.

Lincoln School

- We are still trying to find a solution for the limiters; Prototypes arrived but are not as expected.
- Forty air conditioning units have arrived along with window sleeves. Twelve of 38 tenants took a/c units. Tenants must store units and do not want responsibility. The unused a/c units will be returned.
- The Town Engineer will do a full HVAC review of the building as part of the CNA this year.
- The air filtration systems are not working and will need to be fixed.
- J. Oram will share the report from BEA regarding the roof assessment and building envelopes.
- Roofs were rated as good but should be replaced within 3-4 years. Current estimate is \$3-4 million dollars. E. Wentworth applied for a grant for the roof.
- J. Oram described brick repointing of buildings that will be needed and is estimated to cost more than \$2,000,000.
- CPC funding will be sought for the historical building as "preservation of affordable housing." We have since learned that we could have asked CPC for funding for the windows. The Trust will prepare an estimate of expense needs for the CPC application cycle.
- The Trust is the sole LLC member of the Town owned school and has authority to bond for projects.

The Trust had considered a 30 unit expansion of housing at the Lincoln School, but potential expansion seems a long way off given current maintenance needs. Expansion will remain part of our discussions as the need is great. Presently, there is a 7 year waiting list for units at Lincoln School.

Chair Falvey thanked Jennifer Oram and Elizabeth Cullen for their tireless work and involvement in the window investigation and remediation at Lincoln School.

Update on Tax Title properties

J. Oram secured a quote for site inspections and perc tests Tom Mayo signed off on Trust access to properties at Andrews Isle and 211 Hobart St. McSweeney Associates will bring in engineers to stake out the properties. They'll be doing test pits and provide the Trust with updates in a few weeks.

Schedule Project Field Trip for August 16th

Available members will tour all Trust properties including Lincoln School on Wednesday, 8/16, at 2:30 pm.

Communications update

J. Oram credited Donna Thompson for working on the Trust's slide presentation.

Chairperson's Update

Property Manager / Building Professional Job Description – Possible Vote Needed

There is a draft proposal to retain a Property Manager on an as-needed basis to manage properties, evaluate properties and improvement costs, and move quickly in the real estate market.

J. Oram shared a memo to Tom Mayo highlighting the Property Manager role.

- J. Oram will discuss the role with Art Robert and let the Trust know when the Town approves.
- The Trust would put the position out to bid by September.
- The position pays \$28-\$39 hourly based on experience at 5-15 hours weekly depending on need.
- The Property Manager would walk the properties looking for mold and landscaping issues, etc.
- Trust funds would be used to pay for this role. Expenses for this role will be tracked and paid monthly.

- It would be more efficient to take these responsibilities away from J. Oram and D. Thompson.
- The Property Manager role would include scanning bids to see whether estimates are realistic or necessary items have been left out in order to be the lowest bidder.

MOTION: P. Bates moved to approve the retention of a property manager / building professional, along the terms outlined in the memo that was included in the meeting packet.

SECONDED: E. Cullen

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

Confirm sale price for 23 Ridgewood Crossing – 60% or 80% AMI – Possible Vote Needed

The price will be determined by EOHL, Executive Office of Housing & Livable Communities. The old deed does not allow the Trust to determine the sale price. It is a resale. The lottery timeframe is two weeks. There will be no local preference. The sale price is anticipated to be 80% AMI.

Property Acquisition Opportunities

Report on market status / properties considered since June meeting

P. Bates the Trust’s unsuccessful offer for a home on Roc Fall Rd. off of Kilby St. within walking distance of Nantasket Train Station. It was a modest, dated 3 bedroom ranch, 1200 sq ft., one bath listed at \$650,000.

- The Trust created a proposal and sought Select Board approval to spend \$550,000-\$600,000.
- The Trust’s first offer was declined at \$550,000; a second offer was declined at \$600,000. The home is now under Purchase & Sale Agreement with another buyer for \$630,000.
- The Trust would have had to invest another \$150,000 in property improvements. The Trust estimates the sale price to a qualified buyer would have been around \$300,000. Thus, on a net basis, the Trust would have been spending \$500,000 to create a single affordable home. The Trust therefore chose not to return to the Select Board to ask for additional funds.
- This experience is indicative that SF homes in Hingham will be very difficult for the Trust to afford.

Trustee Comments/Updates - There were no comments/updates.

Votes Needed by the Trust

1. Approval of 23 Ridgewood Change Order List

MOTION: P. Bates moved to approve the Change Orders for 23 Ridgewood Crossing totaling \$7,000.

SECONDED: E. Cullen

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

2. Approval of 29-31 Rhodes Circle Punch List Items and Costs

MOTION: P. Bates moved to approve Punch List items and costs for 29-31 Rhodes Circle not to exceed \$2,000 all inclusive.

SECONDED: E. Cullen

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

3. Vote to authorize Jennifer Oram and Chair Falvey to spend up to \$12,000 in total for prevailing bids for plot plans and perc tests for the properties at 211 Hobart Street and Andrews Isle

MOTION: P. Bates moved to authorize Jennifer Oram and Chair Falvey to spend up to an additional \$2,000 in total for prevailing bids for plot plans and perc tests for the properties at 211 Hobart Street and Andrews Isle.

SECONDED: E. Cullen

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

4. Votes needed to approve various bills for ongoing Projects

MOTION: P. Bates moved to approve payment of \$925 to E.L. Margetts & Sons for leaching fields for 270 Central St., \$500 to Harborside Appraisal for the appraisal of 23 Ridgewood Crossing, and \$2,200 to M.J. Connors Co., Inc. for the changeover to finish the cabinets at 23 Ridgewood Crossing.

SECONDED: E. Cullen

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

5. Vote to allow the Chair to authorize expenditures requested by Staff not to exceed \$2,000

MOTION: P. Bates moved to allow the Chair to authorize expenditures requested by Staff not to exceed \$2,000, subject to the reporting of all such expenditures at the succeeding Trust meeting.

SECONDED: E. Cullen

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

Administration - Next Meeting – September 20, 2023

Matters not anticipated by the Chair within 48 hours of the meeting

- The Trust should prepare a request for the Community Preservation Committee funding cycle.
- Members discussed asking for \$500,000 to repair/replace the roof at Lincoln School apartments.
- J. Oram is awaiting a quote on repairing the HVAC system at Lincoln School apartments.

Adjournment

MOTION: P. Bates moved to adjourn the meeting at 9:17 pm.

SECONDED: E. Cullen

ROLL CALL VOTE: P. Bates, aye; E. Cullen, aye; J. Falvey, aye; L. Klein, aye. Unanimous.

MOTION CARRIES: 4-0

Respectfully submitted,

Dale Michaud
Recording Secretary

A complete meeting packet of documents used for this meeting can be found at the following link:
<https://www.hingham-ma.gov/960/Meeting-Documents>

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| ➤ HAHT Agenda 8-9-23 | ➤ HAHT - Request for Property Access |
| ➤ Treasurer's Report - June 2023 | ➤ Executed License Agreement for Property Access |
| ➤ FY 23 - 24 Report | ➤ Harborside Appraisal Bill |
| ➤ June Snapshot - 29-31 Rhodes Circle | ➤ 29-31 Rhodes Circle Punch List |
| ➤ June Snapshot - 270 Central Street | ➤ 23 Ridgewood Crossing - Change Orders (Approved On Site) |
| ➤ June Snapshot - 23 Ridgewood Crossing | ➤ 23 Ridgewood Crossing - Quote to Cover Top of Cabinets |
| ➤ June Snapshot - 499 Cushing Road | ➤ Photo of Top of Cabinets |
| ➤ Lincoln School Balance Sheet | ➤ Quote for Tax Title Properties |
| ➤ Lincoln School Investor Report | ➤ Flagging of Septic and Leaching Field 270 Central Street |
| ➤ Project Calendar - August 2023 | ➤ HAHT Calendar - 2023-2024 |