

Hingham Affordable Housing Trust Meeting Minutes

February 16, 2022

Remote Meeting via Zoom

In attendance: Amy Farrell (Chair), Jack Falvey, Liz Klein, Brigid Ryan, Tim White.

Absent: Nancy Kerber, Greg Waxman, Randy Withers. **Guests in Attendance:** Jennifer Oram (ZBA).

1. Call to Order

At 7:04 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 recording the meeting. There was no reply.

The Town of Hingham is recording the meeting.

2. Minutes Approval – Minutes of December 15, 2021 & January 19, 2022

MOTION: Tim White motioned to approve the meeting minutes of 12/15/21. Seconded by Brigid Ryan.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, abstained; Tim White, aye; Chair Farrell, aye. None opposed. **Roll Call Vote:** 4-0-1

MOTION: Jack Falvey motioned to approve the meeting minutes of 1/19/22. Seconded by Tim White.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Chair Farrell, aye. None opposed. **Roll Call Vote:** 5-0-0

3. Lincoln School Board of Managers Appointment – Mark Dillis

MOTION: Brigid Ryan motioned to appoint Matthew Dillis as one of two Hingham Affordable Housing Trust representatives on the Lincoln School Board of Managers to fill the unexpired term of Kathleen Amonte appointed in September 2021, resigned 1/18/22. The term is a three-year term to expire 6/30/24. Seconded by Jack Falvey.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye. None opposed. **Roll Call Vote:** 5-0-0

4. Treasurer’s Report: January 2022

Brigid Ryan has agreed to accept the role of Treasurer. Members reviewed National Grid bills for 29-31 Rhodes Circle. **ACTION ITEM:** Someone will visit the property to check the thermostat temperature.

Mike Silveira visited 499 Cushing Street to confirm repairs were made. Ice dams still need repair. Rental income has covered repair costs.

MOTION: Tim White motioned to accept the Treasurer's Report. Seconded by Jack Falvey.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye. None opposed. **Roll Call Vote:** 5-0-0

5. **Staff Update:**

- Project Updates - Jennifer Oram

270 Central Street

The project timeline is to be determined in 60 days. A walkthrough is scheduled with Mark Coughlin (architect with Strekalovsky Architects). Neighbors complained of a dilapidated fence.

ACTION ITEM: Jennifer will visit the site to examine the fence and check the lot line (who should pay).

23 Ridgewood Crossing

The project timeline is to be determined in 60 days. The project needs a scope soon to bring the home back to its original state.

499 Cushing Street

The home is presently occupied. The earlier completed site plan needs to be revisited. Jennifer discussed some options available to redevelop the site.

- 29-31 Rhodes Circle - Path to Completion

Target completion Q4 of 22. Ms. Oram shared the schedule for improvements/repair.

Chair Farrell suggested the detailed project timeline developed for 29-31 Rhodes Circle should be the goal for each project, along with next action steps, and commitment for each step's completion. The expectation is that the Project Manager will develop a strategy with staff which will be brought back to the larger board for formal approval.

- Working Document for the Trust (from J.Oram in packet)

Jennifer shared the Trust Working Document spreadsheet with timeline for 29-31 Rhodes Circle completion and transfer to a qualified family. This timeline format will be developed for each Trust owned asset.

ACTION ITEM: Members are to review the document for discussion at the next HAHT meeting.

Team

Ms. Oram made suggestion and solicited feedback from members to add two paid contractor positions to support Trust activities. These contract roles would serve as needed as part-time Property Managers. Jennifer indicated the Town was close to hiring a Land Use Coordinator who will also support the efforts of the Housing Trust. It is expected the Land Use Coordinator will be up-to-speed on projects by February/March. Town staff has discussed bundling projects to Property/Project Managers.

ACTION ITEM: Ms. Oram to develop scope and qualifications for the Property/Project Managers.

Ms. Ryan suggested using a standard specification sheet for specific materials for every building separate from actual design.

ACTION ITEM: Ms. Ryan will secure a standard specification sheet (lighting, bathroom fan, insulation) to share with Ms. Oram.

HAHT Suggested Next Steps

Jennifer confirmed her availability to speak with assigned Trust members one or more times between monthly meetings to discuss progress and next steps on each project. Jennifer suggested

inviting a presenter from the Mass Housing Partnership once the Trust has a complete membership targeting roughly the April meeting.

6. Chairperson's Update

- Lincoln School

There is a capital project to replace all the windows. The general contractor has been selected and J.R. Frey, Town Engineer, has been introduced as Owner's Representative. The final project is expected to be complete by October. The next step is to complete the draft Capital Needs Assessment. The LSA Board of Managers expects to accept it within the next couple of weeks and work with Staff to present to the Select Board. Replacement tenants have been identified for three vacancies in the units.

ACTION ITEM: Lincoln School monthly financials are sent to Town Staff. Ms. Farrell suggested the LSA financials be in the Housing Trust packages for noting at the next meeting.

- 32 Rockwood Road - Tim White

Title V tests completed on behalf of the Town indicated the lot was unsuitable for a single-family home development.

MOTION: Tim White motioned to ask the Select Board to withdraw the Article related to 32 Rockwood Road. Seconded by Jack Falvey.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye. None opposed. **Roll Call Vote:** 5-0-0

- Other Updates

On 2/8/22, the Select Board voted to create a Human Rights Commission and appoint 13 members, 7 or 8 of whom will be stakeholders who are able to make recommendations for membership to the Commission. The HAHT is one of those stakeholders. The Select Board is trying to solicit recommendations by 3/4/22. Ms. Klein said the charge and responsibilities are explained on the Town web page.

ACTION ITEM: Chair Farrell will locate the document from Sharon Perfetti containing a link to the purpose and composition of the Human Rights Commission.

7. Trustee Comments:

- Rockland Street Update - Tim White

The developer has a proposed plan to review with AHT at the March meeting. They hope to solicit input and support as they move forward to the Select Board and do the rounds at Town Hall.

- HAHT Overview (31 pages) / HAHT Goals & Priorities (1 page) - Jack Falvey & Nancy Kerber

Town staff recommends the Trust leverage the services of the Town's public relations firm to review the AHT draft Overview slide deck, developed by Jack Falvey and Nancy Kerber. The objective is a document which the Trust will utilize with stakeholders. The members concurred with that suggestion and authorized Ms. Oram to proceed. Chair Farrell & Ms. Oram recognized Ms. Kerber & Mr. Falvey for their work.

ACTION: Members should send comments on the draft to Mr. Falvey, Ms. Kerber, and Ms. Oram.

8. Votes Needed from the Trust:

MOTION: Tim White motioned to allow Affordable Housing Trust staff be allowed to approve individual emergency repairs for all HAHT properties up to \$2,000, not to exceed \$5,000 in aggregate for any single property, and that notice be given to the Chair, Trust and HAHT Project Manager after the fact if the Trust assigned to the property cannot be reached initially. Seconded by Jack Falvey.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye. None opposed. **Roll Call Vote:** 5-0-0

MOTION: Brigid Ryan motioned to authorize the Chair to execute the contract on behalf of the Trust for Pilgrim Paving for 31 Rhodes Circle for a cost of \$3,800. Seconded by Jack Falvey.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye. None opposed. **Roll Call Vote:** 5-0-0

MOTION: Brigid Ryan motioned to authorize the Chair to execute the contract on behalf of the Trust for Amory Engineering to develop the required floor plans for 29-31 Rhodes Circle for the cost of \$790.

Seconded by Jack Falvey.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye. None opposed. **Roll Call Vote:** 5-0-0

MOTION: Jack Falvey motioned to authorize the Chair to execute the contract on behalf of the Trust for Old Colony Mechanical to repair the leaking sink at 499 Cushing Street for the cost of \$200.

Seconded by Tim White.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye. None opposed. **Roll Call Vote:** 5-0-0

MOTION: Brigid Ryan motioned that 1) the expenditures for 29-31 Rhodes Circle 2) any emergency repairs be expended from the Opportunity Fund; AND 3) the repairs for the sink at 499 Cushing Street be expended from the Cushing Street fund , a subset of the Opportunity Fund.

Seconded by Jack Falvey.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye. None opposed: **Roll Call Vote:** 5-0-0

9. Administration:

- Next meeting date - March 16, 2022
- Review of items for next agenda
 - Rockland Street presentation - Developer and Tim White
 - Scope and possibilities for Property/ Project Managers - Jennifer Oram
 - AHT Recommendation for service on Human Rights Commission
 - Public Relations Firm Update - Jennifer Oram
- Chair Farrell asked members to recruit a new member for the AHT (engineering, construction, or in a housing service role who has an interest in affordable housing) and encourage them to submit a Talent Bank Application.
ACTION ITEM: Ms. Klein will get an updated packet of Talent Bank Applications.

10. Matters not anticipated within 48 hours of meeting. None.

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11. Adjournment

MOTION: Tim White motioned to adjourn the meeting at 8:18 pm. Seconded by Jack Falvey.

Vote: All in favor: Liz Klein, aye; Brigid Ryan, aye; Jack Falvey, aye; Tim White, aye; Amy Farrell, aye.

None opposed: **Roll Call Vote:** 5-0-0

Meeting Materials used:

Trust Working Document spreadsheet

Respectfully submitted,

Independent Contractor

Dale Michaud