



Affordable Housing Trust
550 Hanover Street, Hanover, MA 02339
Meeting Minutes
Wednesday, October 5, 2022 – 6:00 pm

Committee Attendees

Thomas Burke, Chairman
Stephen Carroll
Vanessa O'Connor
Ginny Gilmartin

Steve Louko
Susan Setterland

Absent

Kevin Dyer

Other Attendees

Chelsea Stevens, Finance Director
Joseph Colangelo, Town Manager

Opening

Chair Thomas Burke opened the meeting at 6:03 pm and made note the meeting was being recorded.

Review of Meeting Minutes

The Trust voted to accept the August 3, 2022 meeting minutes with the below amendment:

- Trustee Vanessa O'Connor agreed the Trust could ~~casually~~ ask the Legion Board what improvements if any they have planned.

Roll Call Vote: Tom Burke – Yes

Steve Louko – Yes

Legion Housing Affordably Restriction Update

Trustee Stephen Carroll updated the Trust on the status of renewing the affordability restriction at Legion Housing. Mr. Carroll stated not much progress has been made with DHCD as there is no current process for extending or creating a new 121A. Mr. Carroll noted the sixty (60) units at Legion Housing will continue to be subsidized housing under HUD until 2041. At this point, Mr. Carroll suggested the Trust change directions and possibly enter into a Payment in Lieu of Taxes (PILT) program with the Legion Housing Board. Mr. Carroll discussed the idea with the Chairman of the Legion Housing Board Thomas Bailey, and Mr. Bailey confirmed the Legion Board was open to the idea. The Trust agreed the idea should be discussed with Town Counsel. Trustee Steven Louko asked how the portion of the Legion Housing real estate taxes currently paid by the State would be affected if a new 121A agreement is not executed. The Trust also thought this was an important question for Town Counsel.

Housing Production Plan

The Chair stated the Housing Production Plan needs to be reviewed by the Select Board at a future meeting. Planning Staff will contact the Town Manager's Office to get on the agenda. Once the Select Board approves the plan, it will be submitted to DHCD along with a cover letter and copies of the Select Board and Planning Board meeting minutes noting their approvals. Trustee Stephen Carroll would also like to confirm the accuracy of the Subsidies Housing Inventory (SHI) figures being submitted with the plan.

Program Proposals

The Trust briefly discussed the proposed septic repair program. Finance Director Chelsea Stevens is working on sample loan documents that should be ready for the Trust's next meeting. The Trust briefly discussed other sample loan documents they could work from, and Trustee Ginny Gilmartin noted Mass Housing has not been forthcoming with any sample documents for their programs.

The Trust discussed a short-term rental assistance program. Town Manager Joseph Colangelo noted the Town is seeing an increase in longtime residents who need affordable housing who wish to remain in Hanover, and if the Trust could launch a new short-term rental assistance program, it would be extremely beneficial. The Chair suggested the Trust could offer one-time assistance for a twelve (12) month period for a market rate apartment to give residents the time to make other arrangements for an affordable unit. The Trust discussed what type of application process and guidelines would be needed for this type of program. Mr. Colangelo stated the process for review of applications should be confidential for residents. Trustee Susan Setterland expressed concern that the Trust could be putting residents in a difficult situation if after the twelve (12) month period is over, they still can't make arrangements for an affordable unit. Mr. Colangelo and Finance Director Chelsea Stevens suggested once an application process and guidelines are agreed on by the Trust, they could review applications and present only those that meet the criteria to the Trust. The Trust agreed a liaison from the Trust should work with Mr. Colangelo and Ms. Stevens to draft an application and guidelines for the proposed program for the Trust's review at the next meeting.

Trust Administration

The Trust discussed the proposed Affordable Housing Coordinator and/or Housing Specialist position. The Chair suggested the funding for the position could be split between the Trust and American Rescue Plan Act (ARPA) funds. The Trust confirmed with Finance Director Chelsea Stevens that the position will be nineteen (19) hours or less, and Trustee Stephen Carroll stated he will work on a proposed hourly wage with Community Services Director Tammy Murray. Ms. Stevens confirmed that ARPA funds end December 2024, and Mr. Carroll suggested the position could be a 2-year contract. Town Manager Joseph Colangelo agrees the position is needed given the number of residents seeking assistance finding affordable housing and suggested a strong social media push to find the correct candidate once the position is posted. Mr. Carroll will have a final draft of the job description ready for the next Trust meeting.

Other Business

The Trust reviewed two invoices from Hill Law totaling \$960 associated with the status of the affordability restriction for Legion Housing. The Trust voted to approve payment of the invoices.

Roll Call Vote: Tom Burke – Yes
Stephen Carroll – Yes
Susan Setterland – Yes
Steve Louko – Yes
Vanessa O'Connor – Yes
Ginny Gilmartin – Yes

The Trust discussed capitol request for FY24 and do not have any at this time.

Trustee Stephen Carroll noted the significant need for affordable senior housing in Hanover and suggested the Trust start thinking about options such as a Request for Proposals (RFP) for a friendly 40B or Local Initiative Program (LIP). The Trust discussed what parcels remain that would be large enough for this type of project.

The Trust discussed the need to amend the Accessory Dwelling Unit (ADU) Bylaw to make it less restrictive and promote more units being created. Assistant Town Planner Irene Coleman noted the Planning Office and Building Department have been working on proposed amendments to the Bylaw. The Trust agreed to draft a letter to the Planning Board to submit their ideas for proposed amendments.

Next Meetings

Wednesday, November 2, 2022

Adjournment

The meeting ended and adjourned at 7:33 pm.

Roll Call Vote: Tom Burke – Yes
Stephen Carroll – Yes
Susan Setterland – Yes
Steve Louko – Yes
Vanessa O'Connor – Yes
Ginny Gilmartin – Yes