



Affordable Housing Trust
550 Hanover Street, Hanover, MA 02339
Meeting Minutes
Wednesday, November 2, 2022 – 6:00 pm

Committee Attendees

Thomas Burke, Chairman
Stephen Carroll
Kevin Dyer
Ginny Gilmartin

Vanessa O'Connor
Steve Louko
Susan Setterland

Other Attendees

Chelsea Stevens, Finance Director
Joseph Colangelo, Town Manager

Opening

Chair Thomas Burke opened the meeting at 6:01 pm and made note the meeting was being recorded.

Review of Meeting Minutes

The Trust voted to accept the October 5, 2022 meeting minutes with the below amendment:

- Next meeting Wednesday November ~~9~~ 2, 2022
- Wednesday ~~November~~ October 5, 2022

Roll Call Vote: Stephen Carroll – Yes
Steve Louko – Yes
Kevin Dyer – Yes
Ginny Gilmartin – Yes
Vanessa O'Connor – Yes
Thomas Burke – Yes

Legion Housing Affordability Restriction Update

Trustee Stephen Carroll updated the Trust on the status of renewing the affordability restriction at Legion Housing. Mr. Carroll stated the Trust needs to find an attorney to help draft the right of first refusal, the deed restriction and the PILOT agreement. Finance Director Chelsea Stevens let the Trust know that she did reach out to Town Counsel to see if this is something he could do or if he could refer the Trust to an attorney who specializes in real estate law. Ms. Stevens said she will follow up on it.

Housing Production Plan

The Chair stated the Housing Production Plan was approved by the Select Board. The final plan and submission letter were submitted to the Town Manager's office for submission to DHCD. Chairman Burke said the Trust can expect to hear back from DHCD by end of year. Chairman Burke thanked everyone for their efforts in this process. Town Manager Joe Colangelo confirmed that the plan has been submitted to DHCD.

Program Proposals

The Trust discussed the proposed septic repair program. The Trust reviewed the loan agreement documents. Ms. Stevens let the Trust know that Town Counsel has reviewed and approved of the loan agreement. The Trust decided to review the

documents further before approving. Trustee Steve Louko asked to see an amortization schedule for the loan prior to approving. Trustee Vanessa O'Connor recommended adding a strict liability or gross negligence section to the agreement, but she deferred to Town Counsel. Ms. O'Connor also suggested clarifying whose attention the Town notices should go to and that the resident's notices should go to the address where the septic is being repaired. Mr. Louko reviewed the terms of the program with the Trust. The Trust discussed the parameters of the program and agreed to wait until next meeting to approve the program.

The Trust discussed an emergency short-term rental assistance pilot program. Chairman Burke went over a draft of this potential program with the Trustees. The Trust discussed the income requirements for the program and any other requirements that may be appropriate for the program. Chairman Burke also suggested a committee review applications. The committee would consist of the Town Manager, Community Services Director, Finance Director, and two designees from the Affordable Housing Trust. Mr. Colangelo stated that he is aware of at least one resident who would be in need of this program and would be a potential applicant.

Mr. Carroll made a motion to approve the emergency short-term rental assistance program as presented with the following change: along with the requirements for confidential evaluation to determine need, that a financial evaluation of the applicant be completed as well and that the Chair will work with Ms. Stevens and Mr. Colangelo on finalizing the application. Kevin Dwyer seconded the motion. Susan Setterland recommended adding that the open application period be through December 31st. Chairman Burke agreed and added that applications would be reviewed on a rolling basis. The motion was amended to include these two items and was approved as follows:

Roll Call Vote:

Stephen Carroll – Yes
Steve Louko – Abstain
Kevin Dyer – Yes
Ginny Gilmartin – Yes
Vanessa O'Connor – Yes
Susan Setterland – Yes
Thomas Burke – Yes

Trustee Ginny Gilmartin offered to be one of the Trust designees to review the applications for the Emergency Short-Term Rental Assistance program.

Trust Administration

The Trust discussed the proposed Affordable Housing Coordinator/Housing Specialist position. There was discussion on the pay rate and adding in "dependent upon experience" to the job description. There was also discussion on the hiring process. Mr. Colangelo stated that this would be a hire made by the Town but one or more designees from the Trust were welcome to be involved in the interview process. The Trust voted to accept the job description as presented.

Roll Call Vote:

Tom Burke – Yes
Stephen Carroll – Yes
Susan Setterland – Yes
Steve Louko – Yes
Ginny Gilmartin – Yes
Kevin Dyer – Yes

Other Business

Chairman Burke briefly discussed a revision of the accessory dwelling unit zoning bylaw and creating an inclusionary zoning bylaw. The Trust discussed potentially focusing on one of these bylaws due to the time crunch to complete prior to Town Meeting. It was decided to table the discussion for the next meeting.

Next Meetings

Tuesday, November 8, 2022

Adjournment

The meeting ended and adjourned at 8:17 pm.

Roll Call Vote: Tom Burke – Yes
Stephen Carroll – Yes
Susan Setterland – Yes
Steve Louko – Yes
Ginny Gilmartin – Yes
Kevin Dyer – Yes