



**Affordable Housing Trust**  
550 Hanover Street, Hanover, MA 02339  
**Meeting Minutes**  
**Wednesday, January 4, 2023 – 6:00 pm**

**Committee Attendees**

Thomas Burke, Chairman  
Vanessa O'Connor  
Kevin Dyer

Steve Louko  
Susan Setterland  
Stephen Carroll

**Other Attendees**

Chelsea Stevens, Finance Director  
Joseph Colangelo, Town Manager

**Opening**

Chair Thomas Burke opened the meeting at 6:02 pm and made note the meeting was being recorded.

**Review of Meeting Minutes**

The Trust voted to accept the December 7, 2022 meeting minutes.

**Roll Call Vote:** Steve Louko – Yes  
Vanessa O'Connor – Yes  
Susan Setterland – Yes  
Thomas Burke – Yes  
Stephen Carroll – Abstain  
Kevin Dyer - Abstain

**Legion Housing Affordability Restriction Update**

There is no new update on this. Town Counsel will be referring the Trust to an attorney who can assist with this.

**Program Proposals**

The Trust discussed the proposed septic repair program. Finance Director Chelsea Stevens sent a draft agreement to the Trustees. Kevin Dyer suggested including what the median income is for the area so that residents have an idea as to whether they qualify. Mr. Burke suggested referring to the DHCD table that is published in the FAQs, with a disclaimer that is subject to change based on State guidelines. Vanessa O'Connor suggested removing the life insurance piece in the financial information request. Ms. Stevens let the Trust know that the financial application piece was copied from the ESTRAP application and that any suggested changes could be made. Stephen Carroll asked how much funding is being allocated to this program and when is the funding being done for applicants. In regards to funding, Ms. Stevens informed the trust that the check was received from Hanover Crossing, so the trust now has those funds to use towards its programs. Steve Louko pointed out in the program documents that a check would be made payable jointly to the owner and registered engineer upon presentation and approval of the selected bid by the Affordable Housing Trust or its designee. Mr. Louko also suggested allocating \$100,000 towards the program. Mr. Carroll agreed. Mr. Burke suggested when the motion is made to mention an initial funding of \$100,000 if everyone is in favor of that. Ms. Stevens mentioned that there is a placeholder in the agreement for placing a lien on the applicant's property. The motion should be made to approve the program agreement pending this language from Town Counsel. The Trust voted to approve the Hanover

Affordable Septic Repair Program with an initial funding amount of \$100,000 to help 10 residents in Town upgrade failed septic systems, with updates to the application and loan agreement only as needed by Town Counsel.

**Roll Call Vote:**

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

Chairman Burke gave the Trust an update on the Emergency Short-Term Rental Assistance Program. Two applications have been approved for the program so far. Mr. Burke asked Ms. Stevens to keep a running total on a monthly basis of the funding for this program. Ms. Stevens agreed to present this to the Trust at each meeting going forward.

**Other Business**

The Trust discussed the potential revision of the accessory dwelling bylaw and drafting of an inclusionary zoning bylaw. The Trust also discussed MBTA communities and the Town being in compliance. Ms. O'Connor gave the Trust an update on the meetings and discussions the Select Board has had regarding this topic. The Trust also discussed the part-time Housing Coordinator position and where things stood.

**Next Meetings**

Wednesday, February 2, 2023

**Adjournment**

The meeting ended and adjourned at 7:05 pm.

**Roll Call Vote:** Steve Louko – Yes  
Kevin Dyer - Yes  
Susan Setterland – Yes  
Stephen Carroll – Yes  
Vanessa O'Connor – Yes  
Thomas Burke – Yes