



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

**Committee Attendees**

Thomas Burke, Chairman  
Stephen Carroll  
Kevin Dyer

Vanessa O'Connor  
Ginny Gilmartin  
Susan Setterland

**Absent**

Steven Louko

**Other Attendees**

Joseph Colangelo, Town Manager  
Tammy Murray, Director of Community Services

**Opening**

Chair Thomas Burke opened the meeting at 5:03 pm and made note the meeting was being recorded.

**Review of Meeting Minutes**

The Trust voted to accept the June 1, 2022 meeting minutes as written.

**Legion Housing Affordably Restriction Update**

The Chair stated the Town Manager and Assessor's Office are working with the Legion Housing Board to finalize figures for a new 121A tax agreement. Trustee Stephen Carroll stated Attorney Dennis Murphy of Hill Law is in contact with an Attorney at DHCD and is working on getting the draft agreement completed using the State requirement templates.

**Housing Production Plan**

The Chair stated the Planning Board has endorsed the Housing Production Plan, and the Select Board needs to review it prior to submittal to DHCD. Town Manager Joseph Colangelo stated the plan can be reviewed at the Select Board's meeting on July 18<sup>th</sup>.

The Trust discussed the request from DHCD to confirm Hanover's SHI units. The Chair noted that no changes are needed to the record provided by DHCD.

**Program Proposals**

The Trust briefly discussed the proposed septic repair program. There is no further update on plans for the program currently. The Trust also briefly discussed the possibility of the small repair grant program. The Chair encouraged Trust members to consider some further program ideas to discuss at the next meeting.

**Other Business**

The Trust discussed the draft job descriptions for an Affordable Housing Coordinator and/or Housing Specialist and what funding sources can be used. The Chair noted the Finance Director Chelsea Stevens has inquired with Town Counsel regarding whether CPC funds can be used for the position. The role will be a shared position between the Trust and Community Services. Director of Community Services Tammy Murray suggested the role could start as a two-year contract position funded with ARPA monies. Then perhaps after proving the value of the position, the Town could

include the role as a budgeted position. The Chair asked Trust members to consider potential candidates within their network of contacts that may be a good fit for the role or who may know of a good candidate to recommend to the Trust.

The Trust reviewed an invoice from Karen Sunnarborg for \$2000 associated with her work to complete the Hanover Housing Production Plan. The Trust voted to approve the payment of the invoice.

The Trust reviewed an invoice from Hill Law for \$270 associated with the status of the affordability restriction for Legion Housing. The Trust voted to approve the payment of the invoice.

#### **Next Meetings**

Wednesday, August 3, 2022

#### **Adjournment**

The meeting ended and adjourned at 5:43 pm.