



Affordable Housing Trust
550 Hanover Street, Hanover, MA 02339
Meeting Minutes
Wednesday, August 3, 2022 – 5:00 pm

Committee Attendees

Thomas Burke, Chairman
Kevin Dyer

Vanessa O'Connor
Steve Louko

Absent

Stephen Carroll
Susan Setterland

Ginny Gilmartin

Other Attendees

Chelsea Stevens, Finance Director
Tammy Murray, Director of Community Services

Opening

Chair Thomas Burke opened the meeting at 5:02 pm and made note the meeting was being recorded.

Review of Meeting Minutes

The Trust voted to accept the July 6, 2022 meeting minutes as written.

Roll Call Vote: Tom Burke – Yes
Kevin Dyer – Yes
Steve Louko – Abstain
Vanessa O'Connor – Yes

Legion Housing Affordably Restriction Update

The Chair stated Trustee Stephen Carroll and Attorney Dennis Murphy of Hill Law are having difficulty contacting DHCD but will continue their efforts in order to move forward with a new 121A agreement. The Chair will touch base with Housing Consultant Karen Sunnarborg to see if she has a good contact within DHCD. Trustee Steve Louko questioned how quickly the agreement can be finalized once it's drafted. Mr. Louko noted that the Town relies on the State payments for a portion of the taxes on the property, and Legion Housing tenants rely on State funds for portions of their rent payments. The Chair didn't have an answer regarding the timeframe for executing the agreement but will reach out to a contact at Legion Housing regarding the State payments. Mr. Louko also suggested the Trust may want to ask the Legion Board what plans they may have for capital improvements for the property. Trustee Vanessa O'Connor agreed the Trust could ask the Legion Board what improvements if any they have planned. The Chair agreed since the Trust has an interest in keeping the property in good repair for the residents.

Housing Production Plan

The Chair stated the Select Board reviewed the Housing Production Plan at their last meeting and some changes were made regarding the Sylvester Building. The Select Board will again review the plan at their September meeting. 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.

Program Proposals

The Trust briefly discussed the proposed septic repair program. Trustee Steve Louko noted that draft loan documents are the next step and that Trustee Ginny Gilmartin is working on obtaining some draft documents. Trustee Vanessa O'Connor

stated she is happy to help convert or edit any loan documents to move the process along. Finance Director Chelsea Stevens will also look to see what sample documents she may have.

The Trust also briefly discussed the possibility of the small repair grant program.

The Chair mentioned an email received from Hanover resident Nancy Callanan regarding the possibility of the Trust joining or creating a consortium to help pool resources. Ms. Callanan will be invited to the next Trust meeting to discuss the topic further.

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. Finance Director Chelsea Stevens has inquired with Town Counsel and it appears CPC funds can be used for the position. Ms. Stevens will also find out if any ARPA funds are available to fund the position. The Chair suggested Trustees review the draft job description again and suggest changes if any at the next meeting.

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.

Roll Call Vote: Tom Burke – Yes
Kevin Dyer – Yes
Steve Louko – Yes
Vanessa O'Connor – Yes

Next Meetings

Wednesday, September 7, 2022

Adjournment

The meeting ended and adjourned at 5:50 pm.

Roll Call Vote: Tom Burke – Yes
Kevin Dyer – Yes
Steve Louko – Yes
Vanessa O'Connor – Yes