

AFFORDABLE HOUSING TRUST

Meeting Minutes

February 16, 2022

TOWN OF SCITUATE
TOWN CLERK

2022 MAY 19 AM 11:25

RECEIVED

ATTENDEES: Steve Irish, Chair; Nancy Chapman; Ruth Wagner, Maura Curran, and Elizabeth Howie

Additional Attendees: Shari Young, Admin

Public Attendees:

The meeting was called to order at 6:33 pm via remote access only.

Mr. Irish moved to accept the agenda, Ms. Wagner seconded the motion; a roll call vote was taken and unanimously in favor.

Mr. Irish – yes

Ms. Curran – yes

Ms. Chapman – yes

Ms. Wagner -yes

Ms. Howie - yes

MINUTES:

Ms. Wagner moved to accept the meeting minutes for December 2021, January 5, 2022 and January 20, 2022, Mr. Irish seconded the motion; a roll call vote was taken and was unanimously in favor.

Mr. Irish – yes

Ms. Curran – yes

Ms. Chapman – yes

Ms. Wagner -yes

Ms. Howie – yes; Ms. Howie did not vote on the January 20, 2022 minutes she was not in attendance for the meeting.

DISCUSSION/VOTE: Small Repairs Grant Program (SRGP)

Documents

- Small Grants Work Sheet

Mr. Irish referenced the worksheet provided with eligibility requirements that the AHT will need consensus on for the SRGP that will need to be voted on and forwarded to Ms. Sunnarborg for her to prepare the materials needed to administer the program. There was discussion on several criteria to be used.

- Age
 - Ms. Sunnarborg recommended age restriction maybe helpful with limited funds available
 - AHT discussed and decided there should be no age requirement; want to reach maximum about of people
- Length of homeownership
 - Applicant to own home for at least 1 yr.

- Needs to be primary residence and need to reside in the home
 - Need to live in the home for entire calendar year
 - Recipient to live in home for 12 months after the grant is awarded
 - Recipient to advise the AHT if/when selling their home
- Maximum Grant \$ Amount
 - \$3,500 for the first year of the program
 - Option to revisit as the program gets up and running
 - Discussion about \$5,000 grant
 - Decided too high for the initial start of the program
 - Entire \$25,000 request from Town Meeting solely used for Grants
 - Administrative costs, marketing, etc. to come out of AHT Administrative funds
- Income
 - What is the maximum reach?
 - 100% AMI would be largest outreach
 - Information on AMI is supplied from HUD
 - HUD has income levels for every county
 - All lenders and MassHousing use HUD to determine Area Median Income (AMI)
 - Ms. Wagner pulled up information from MassHousing Partnership that median household income is \$89,500
 - Ms. Howie found information Scituate Median Household Income is \$111,000
 - AHT will ask Ms. Sunnarborg to provide correct information
 - AHT discussed if 100% is too high and should it be 80% to reach those most in need
 - Decision pending clarification from Ms. Sunnarborg
- Property Assessment
 - Those eligible will be below the Town Median Assessed Value
- Funding Rounds
 - Ms. Sunnarborg recommendation for 2 funding rounds/year
 - Ms. Howie suggested 1/year to get the program up and running
 - Mr. Irish targeting January 2023 for first application deadline
 - Concerns about having enough time to market the program, receive applications, review them and issue grants
 - 1 funding round in 2022
 - Applications due September 1st
 - Some concern about people not being around over the summer months, and would residents miss the due date.
 - Funds become available in July if Town Meeting Vote is in favor
 - Hold off on funding rounds for 2023; decide at a later date
 - Payment goes directly to Contractor
 - Funds to be used within 12 months, unless circumstances are reviewed and agreed upon by the AHT
- Application requirements
 - Photographs and quotes
 - Need to provide list of minor carpentry repairs or adaptations that are eligible
 - Discussion about requirements from other Towns
 - Concord
 - 3 estimates, photos of completed work
 - Work done within 12 months
 - Invoices supplied with Tax Id #'s, etc. to award the grant
 - Norwell

- 3 estimates, photos of area requiring the work
- Explanation attached if 3 estimates are not provided
- No Town Employee or family member to receive funds
- W-9 forms to be completed
- AHT will require 3 estimates

Mr. Irish will discuss with Ms. Sunnarborg the outcome of tonights meeting and will direct her to continue to use Norwell and Concord as the basis for the Scituate Program templates and requirements. Mr. Irish will also inquire with Ms. Sunnarborg on the median income piece.

A quick meeting to vote the criteria will be needed to provide Ms. Sunnarborg with all the information she needs to proceed; meeting set for March 2, 2022 at 6:30pm.

NEW BUSINESS:

Ms. Curran informed the AHT members that the old Senior Center on Brook Street will be going up for auction and cannot be held for development of affordable units as previously discussed. The money raised will be going to offset the cost of the new Senior Center. The AHT will need to focus their work on developing the Stockbridge land.

Ms. Wagner moved to adjourn the meeting; Ms. Curran seconded the motion; a roll call vote was taken and unanimously in favor.

Mr. Irish – yes

Ms. Curran – yes

Ms. Chapman – yes

Ms. Wagner -yes

Ms. Howie – was lost from the meeting with technically difficulties.

Adjourned at 7:37 pm.

Submitted by: Shari Moak Young

Approved: May 18, 2022