

AFFORDABLE HOUSING TRUST

Meeting Minutes

March 16, 2022

TOWN OF SCITUATE
TOWN CLERK
2022 MAY 12 AM 11:25
RECEIVED

ATTENDEES: Steve Irish, Chair; Nancy Chapman; Elizabeth Howie; Ms. Curran and Ms. Wagner were absent from the meeting

Additional Attendees: Shari Young, Admin;

Public Attendees:

The meeting was called to order at 6:35 pm.

Mr. Irish moved to accept the agenda, Ms. Chapman seconded the motion; the vote was unanimously in favor.

DISCUSSION/VOTE: Small Repairs Grant Program (SRGP)

Documents

- DRAFT Scituate Affordable Housing Trust - Scituate Small Repair Grant Program Application
- DRAFT Scituate Affordable Housing Trust – Scituate Small Repair Grant Program Process
- DRAFT Press Release
- DRAFT Small Repair Grant Program Flyer
- DRAFT Scituate Affordable Housing Trust – Small Repair Grant Program Award Letter

Mr. Irish indicated that all information from the last meeting was handed over to Karen Sunnarborg so that she could proceed with DRAFTs of materials for the SRGP. Mr. Irish opined the Select Board may want to see the DRAFT documents provided by Ms. Sunnarborg as additional detail regarding the program.

There was discussion about Town Meeting and some questions that may be posed regarding the funding request for the SRGP, i.e. what happens when the money runs out. The AHT would have to look for grants, see if there is leftover COVID money and investigate other funding sources.

Mr. Irish said he had provided Ms. Curran with some more detailed information for the Select Board meeting, a flow chart and more information on eligibility criteria and the potential of using a Town Hall staff and/or the Senior Center. He opined the biggest stumbling block for the program may be getting the paperwork completed and filled out correctly and that maybe where the AHT needs the most support.

Ms. Chapman thought the AHT would know by now who the person in Town would be that would oversee the program. Mr. Irish said they are not there yet; there is no money for the program yet, it is just proposed. Ms. Chapman said that could also be a question that comes up at Town Meeting. If the AHT is not able to find someone to oversee the program the AHT would have to oversee the program, i.e. review applications, assist with application completion and be available for questions.

Ms. Howie opined it would be important for the AHT to be involved at the beginning to assist because they will know the most and the program may need to be massaged while working through it for the first few times. She suggested there could be FAQ (Frequently Asked Questions) put together for people filling out applications.

Ms. Chapman asked if anyone has reached out to Linda Hayes, Director of Senior Center, to see if she would be amenable to helping. She thought Ms. Hayes may at least be open to helping Seniors. Ms. Chapman felt there were a lot of unanswered questions.

Mr. Irish said it can't be made so complicated; a paid employee from Town Hall may be too complicated. The AHT as a committee needs to step up to make it happen with or without assistance.

There was a discussion about the time commitment and when members would be available to help. Ms. Howie offered her time on Thursdays. Mr. Irish thought it would not be a lot of time, it is not manning a telephone, it is reviewing and maybe having a designated time to answer questions. Ms. Howie said once there is a polished FAQ then maybe it could be passed off to a volunteer. The program would be advertised in advance, applications come in, there is an application deadline, the application is in or not, it is complete or not, if it is incomplete there maybe assistance needed to get the information in and then the AHT will evaluate the applications and vote who receives the grants.

Ms. Howie asked if it complicates the issue if the AHT expects some from Town Hall to act as a part-time Administrator because that would require more money. Mr. Irish said we can ask, but everyone has to be willing to step-in if there is no assistance; that is not the make or break for the program.

Mr. Irish did not feel that fielding inquiries was going to be hard to do; they discussed the experience AHT had with the lottery they did for affordable units; it was not a huge time commitment.

Ms. Young suggested that she could potentially take in applications; it could be set up the same way CPC does with Mary Sprague as their Administrative Assistant. Ms. Young suggested she could take in the application review them or just pass them to the AHT members for review and communicate with the applicants if information is missing, etc. It is unclear what the protocol with Human Resources would be.

Mr. Irish said in speaking with Norwell their Admin is the Senior Center. The Senior Center helps applicants get everything in, but the Norwell program is for 62 yrs.+. The Admin puts it all together and then hands the applications over to the Community Housing Committee.

Mr. Irish said he could look at an application and provide a laundry list of missing items, etc. to Ms. Young who could then reach out to the applicant with requests for correct information. Ms. Chapman would also be able to review applications. Mr. Irish said different responsibilities could be parceled out at meetings.

Ms. Chapman suggested brainstorming how to market the program; she suggested a flyer to go home with kids from school so parents are able to see. Mr. Irish opined it would be something similar to advertising for a lottery, i.e. Neighborworks, Mariner, town social media, Senior Center, Library, Town Website and AHT page of website, town Social Worker, Scituate Community Christmas and Food Pantry.

Ms. Howie said she is hesitant about the schools, just because of stigma it could create for a child. Any flyer would be at the Superintendents discretion to send out in the online flyer from Peachjar.

There was discussion about some of the materials provided from Ms. Sunnarborg, some corrections needed to be made. Mr. Irish to touch base with Ms. Sunnarborg regarding some corrections/changes:

- Ms. Chapman asked that it be made clear in the application the Grant Awardee is responsible for hiring the Contractor to do the work and source the materials.
- Need to add application "deadline" is November 30, 2022 – front page of application
- Add "living in your home" in Scituate - front page of application
- Page 2 add – low and moderate-income property owners

- More lines should be added to the application to provide more writing space to describe the work, etc.
- Additional edits can be emailed to Steve

More information is needed to see if there is a person from Town Hall that could help with the program or if the Senior Center would be able to help. Mr. Irish to touch base with Ms. Curran if she has had any conversations with Mr. Boudreau.

There was discussion about how to approach the Senior Center for assistance, i.e. only help Seniors. Ms. Howie opined it should be very easy to find a volunteer to help.

Mr. Irish to call Norwell to find out how all the personal information is handled with the Senior Center from applications that come in. Ms. Chapman opined anyone handling personal information will have to be “Corey Cleared”.

Next meeting is after Town Meeting, April 20, 2022.

There was discussion about the contacts for the application; the admin email for the Affordable Trust. May need to inquire about a phone number set up for messages, etc.

NEW BUSINESS:

No new business.

Mr. Irish moved to adjourn the meeting; Ms. Howie seconded the motion; the vote was unanimously in favor.

Adjourned at 7:23 pm.

Submitted by: Shari Moak Young

Approved: May 18, 2022