**AFFORDABLE HOUSING TRUST**

Meeting Minutes

April 4, 2018 – 6:30 pm

Library - History Room

**Present**: Nancy Chapman, Maura Curran, Stephen Irish (Chair), Ruth Wagner

Meeting was called to order at 6:30 p.m.

**Acceptance of Agenda:** A MOTION was made by Ms. Wagner to accept the agenda; SECONDED by Mr. Irish; All in Favor (4:0)

**Accept January 24, 2018 minutes -** A motion was made by Ms. Curran to accept the minutes as written; Seconded by Ms. Wagner; All in favor (4:0)

**Presentation by Ms. Wagner and Ms. Chapman on AHT Mission/Vision Statement:** The Board was given a handout summarizing their findings. Ms. Wagner reminded the board that in November they were given the task to come up with a mission statement, some goals for a five to 10 year plan and to determine what other trusts have done with their money.

**Discussion - Mission Statement:** Ms. Wagner said that many towns don’t have an AHT and, among those that do, the AHT’s are organized in varying ways. After reviewing mission statements from several towns similar to Scituate, they concluded that it would be better to keep their statement simple. She noted that, on the State level, the Mass Housing Trust statute proposes a very simple statement that many other towns have also adopted.

Ms. Chapman and Ms. Wagner suggested that leaving out specific goals leaves room for growth and offers more flexibility and changes over time. The Board read and discussed the other town’s statements and/or goals. Ms. Curran said that she would like to incorporate an excerpt from Manchester by the Sea’s mission statement: *“it’s actions will benefit those who cannot afford to rent or own a home in town, including seniors and local workers who provide valuable services to the town and are the backbone of the local community.”*

The Board discussed whether or not the Board of Selectmen would need to approve the mission statement. Ms. Curran said it would be a courtesy to review it with the BOS to “get their blessing”.

The Board agreed that Ms. Wagner will prepare a draft of the mission statement to be sent to the Board for review before the next meeting. Ms. Wagner also will forward all materials to Ms. Cox.

**Discussion - Five to 10 Year Plan:** Ms. Chapman referenced the 2005 Housing Production Plan which was last updated January 2015. She read the entire plan and condensed the key points, strategies and recommendations in different categories for the Board. Ms. Chapman suggested that the Board also read the Housing Plan before they finalize their priorities, noting that the analysis is really like a road map and it’s very dense. *It was noted that AHT funded the analysis but had no input.*

Ms. Wagner said that the bigger question is: “Who do we want to be?” She explained that one operational model is to serve as a funding entity for home buyers and renters and for projects like Lawson Green. The second model is to be an active initiator of projects and developments. She said that, in her opinion, they have already done that with 11 Nelson Road and have discovered how difficult that process is.

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Ms. Chapman said that once the Board decides on the mission statement and the model they want to follow, the priorities can then be determined.

Ms. Curran said that she would like to see more of a partnership between AHT and Planning. The Board agreed that they would like to see more attendance by other Town boards at their meetings. Ms. Chapman also noted that the report is dated now and suggested that the Board should determine whether or not any of the recommendations have been followed and any project status.

The Board agreed to review the document and break it down for discussion after they determine what their model will be. It was noted that the priorities in the report are the authors; the Board will need to determine their own after further discussion.

The Board discussed several options on how to better meet the affordable housing goals across all Town departments and what they will need to have in place to get access to more CPC funding.

The Board had an additional discussion about what department should receive inquiries related to the availability of affordable housing in the town. It was noted that the Board does not have access to information about the developments being built and what will be offered. Ms. Curran suggested that the Planning Board would know what is in the pipeline. The Board suggested that a list be compiled, beyond what the Planning department has, to include all affordable units *and* the appropriate developer or realtor that may know what is available at any given point. *For example, it was noted that Whitcomb Pines has an affordable unit available; the questions are: 1) how would someone know about it, and 2) who would they contact.* Although the Planning department does maintain a master list, it was not clear who would compile a broader list and keep it updated.

Mr. Irish added that he had recently responded to an inquiry from a realtor who was assisting an affordable unit owner looking to sell. He told him that he needed to follow the deed restrictions, which includes contacting DHCD who then grants permission to sell and what parameter’s to follow. Ms. Chapman said that for affordable rental units it is the responsibility of the management company.

Mr. Irish told the board that Brad Washburn has submitted a bid for a $30,000 grant for affordable housing initiatives.

**Nelson Road...further discussion on disposition of property:** Mr. Irish has a call in to the consultant to see if she has rewritten the application to take out the lottery portion so they can sell it on the open market. They will need to get the work done prior to selling. He reminded the Board that they do not need to do RFP’s for under $10,000. Each project, i.e. the roof, carpeting, etc., will be less than that.

**Update on AHT document filing system:** Ms. Sprague said that the Planning Department does not have space for the AHT files and suggested adding new files to the existing boxes in archives; she knows where they are located.

A motion to adjourn was made at 8:00 pm; all in favor.

*Submitted by:*

*Mary Sprague, Administrative Assistant*