



TOWN OF IPSWICH

IPSWICH, MASSACHUSETTS 01938

Affordable Housing Trust Fund Board &
Ipswich Housing Partnership Joint Meeting
Meeting Minutes

April 27, 2023 7:30 am

Room 2-B

Ipswich Housing Partnership Attendees: Charlie Allen, John Doonan, Carl Gardner, Don Greenough, Michael Jones, Stacey Pedrick, Ken Redford, Patsy Valcour, Jim Warner

Affordable Housing Trust Fund Board Attendees: Jim Warner, Michael Jones, Sarah Player, Michael Schaaf

Staff: Mark Godin, Glenn Gibbs

Call to Order: Quorum established for the IHP+AHTFB at 7:30 am.

Citizen Queries: None

Vote to approve Minutes of 3-23-23 Meeting: The 3-23-23 Meeting minutes were approved unanimously by the IHP and AHTFB.

Meegan O'Neil – Habitat

161 Topsfield Rd.

Meegan O'Neil presented perspective on 161 Topsfield Rd. and the role Habitat could play. This is a Town owned parcel that has been in discussion for a few years. Two affordable units could be built on the lower portion of the site. Each unit could have 2-3 bedrooms, or more units with one bedroom.

Gibbs stated wetlands delineations need to be re-established and a phase one environmental analysis completed. Gibbs stated that the Town Manager is in favor but funding for it may need to wait until next FY (July 1, 2023). Cost would be \$1,250 for delineation of wetlands and \$2,000 for a phase one environmental study. Player offered to look for funds elsewhere. There was discussion about value of the upper portion of property and eventual consensus that the focus should, at this time, remain with the lower portion. Evaluation of septic issues would need to take place. There was also discussion regarding the merits of more bedrooms per unit vs. one bedroom units.

21 Leslie Rd

Because of the difficult topography, the site would potentially allow for two units (duplex style) with 2-3 bedroom units. Gibbs states this could be approached as a special permit. The request would be for the AHTFB to provide funds to help develop this parcel. Costs to develop would be approx. \$400K per unit. The Ipswich Housing Authority would need to agree to sell the property to Habitat at a discount. Allen states this presents issues for the IHA since it has responsibility and costs for its existing properties. Greenough states that the boards are behind helping to develop this property. A suggestion was made to form a sub-group to see how various funding sources could be combined in the near future to present to Habitat. Allen agreed to review further with the IHA with the goal of getting their commitment to the project. In relation to this discussion, there was consideration of how to establish a dollar figure the boards could use to develop a unit of affordable housing. Reference was made to the PIL figures as a benchmark and it would be reasonable to consider 70K to put toward an affordable rental unit and \$180k - \$200k as an amount toward an affordable ownership unit.

FTHB Applicant – M. Corrigan

Godin presented the FTHB application for M. Corrigan. She and her son, Paschal (age 22) are on the P&S and this application. They are purchasing 20 Primrose Lane for \$305,300 which is an affordable unit won in the lottery. A requested amount was not stated but would be at least \$10K. There was some discussion about use of AHTFB funds for the FTHB program and what the amounts should be. Most recently, loans have been \$20K and have been made forgivable after 15 yrs. Jones supports the FTHB program and also mentioned a new program with great rates for FTHB available through IFS. The AHTFB voted to provide a \$10K loan to this family. In addition, Warner requests that we find out how many affordable units remain at Primrose and their status. Godin agreed to do this.

HOME funds Review

Godin presented information about the current status of HOME funds available to Ipswich. Currently there is about \$39K available – but this must be used by June 30th. Then funds go into the competitive pool. The competitive pool process begins in Oct. of this year. Projects approved in the competitive process in the past have been largely for development of rental units. There was discussion of applying for our allotted funds before June 30th to be used toward helping Habitat to develop 21 Leslie Rd. There was agreement to form a workgroup to pull together a funding proposal for Leslie Rd. that could also be used to submit to HOME to access the funds allotted to Ipswich. The group will include J. Doonan, J. Warner, M. Schaaf, K. Redford, M. Godin.

Other discussion:

A handout from Harborlight Homes was distributed by Allen and it was mentioned that the brochure has useful information about affordable housing and concepts.

There was further discussion about leveraging Trust Fund money for affordable developments including assistance to Habitat who will combine our funds with other sources to get a project like Topsfield Rd. or Leslie Rd. to happen. Warner re-iterated that using funds for larger multi-family developments should have priority. Player stated that she has had conversations with Toni Mooradd who will keep us in the loop with development projects that are coming before Planning and Select boards. There was discussion of how much risk the AHTFB is willing to take relative to committing funds early in the development process. There was agreement about needing to be more agile in moving quickly on opportunities while gaining commitment from Town boards on their willingness to commit to affordability projects. In addition, effort could be made to construct parameters/guidelines that could be made available to developers regarding what the AHTFB may be willing to commit toward projects that would include affordable units.

Schaaf updated the group about his discussion with Rep. Kassner regarding state owned property on Linebrook Rd. There is consideration of the state allowing Ipswich to use the property for affordable housing development. Schaaf will keep the group apprised of updates from Rep. Kassner.

New Business:

Next Meeting: The next meeting is scheduled for Thurs. May 11th at 7:30 AM.

Meeting Adjourned at 9:00 am.

Minutes prepared by Mark Godin

Minutes adopted: May 11, 2023