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Ipswich Housing Partnership & Ipswich Affordable Housing Trust Fund Board Joint meeting

Date: Wednesday, October 14, 2020 7:30 am **Location:** Virtual Meeting Using Zoom

Attendees: Jim Warner (IHP and AHTFB), Don Greenough (IHP), Stacey Pedrick (IHP), Binni Hackett (IHP and AHTFB), Tony Marino (AHTFB), Charles Allen (IHP), Judy Field (IHP), Rich Kallman. *Guest attendees:* Mike Schaaf (Harborlight Community Partners), Kate McMillian, Glenn Gibbs. *Staff:* Ethan Parsons and Christina Aubin.

Meeting Called to Order at 7:35 am with quorum for both groups established. Due to other meeting commitments of members items that require a vote will be moved to the top of the agenda.

Adoption of Minutes: Minutes to be adopted: 09/16/2020. Binni Hackett motioned to accept the minutes for the AHTFB, seconded by Tony Marino. Roll Call all AHTFB members were in favor- minutes adopted. Don Greenough asked for a motion to accept the minutes for the Partnership. Judy Field motioned to accept the minutes on behalf of the IHP, seconded by Jim Warner. Roll Call of members – Rich Kallman abstained, all remaining IHP members were in favor- minutes adopted.

Draft a town meeting statement regarding the two citizen petitions: Warner asked Parsons to bring up the outline and draft letter he drafted, upon Warner's request, in response to the two citizens' petitions, Article 17 and Article 18, to assist in offering the opinion of the IHP and the AHTFB to the Select Board prior to Town Meeting. Warner asked if it was implied that this is a unanimous opinion of both the Trust Fund and the partnership or do they need to take a vote like the other boards do and tell them exactly how they stand on this? Parsons said that if the Boards were unanimous in the statement that it was good enough to Parsons and he would feel comfortable stating that the Boards were unanimous and make the following recommendation to the Select Board. Gibbs suggested that the board should take a vote so it could be reflected in the minutes. The members of the IHP and AHTFB discussed the statement and agreed it well covered the thoughts of both the IHP and AHTFB. The only edits recommended was the removal of "poorly constructed" under Article 18. And on the first-page Article 17, under "We oppose this article and recommend Town Meeting not adopt it for the following reasons" The first paragraph "The article because is" ... remove the "because" as it is not needed. Warner proposed a motion, on behalf of the AHTFB to accept the draft as edited, for a letter stating the position of the AHTFB. The motion seconded by Hackett, all AHTFB members were in favor. Greenough called for a motion on behalf of the IHP. Field made the motion to accept the draft as edited, for a letter stating the position of the IHP. Allen seconded the motion – Rich Kallman abstained - all other IHP members were in favor.

Housing Production Plan (HPP Vote): Warner brought this up the agenda due to the need for a member to leave the meeting sooner. Warner proposed and made the motion that the AHTFB accepts the HPP as written and proposed. This motion was seconded by Marino. Gibbs said he met with Parsons, submitted editing comments to the consulting company, he asked what the status of the suggestion was. Parsons said that they were incorporating all his suggestions. All members were notified that the latest draft, which is on the website, was subject to change. Parsons felt the suggestions did not significantly change the HPP. Gibbs said that the vote should reflect that they are accepting the draft of the HPP because it has not been accepted yet. Parsons pointed out that the Boards can only make recommendations to the Planning and Select Boards as the state requires both the Planning and Select Boards only to recommend the HPP. Parsons suggested that the language be: "We recommend that the Planning Board and the Select Board approve the draft HPP" which will happen sometime in November. Marino re-seconded the motion as amended for the AHTFB. All AHTFB members approved. Greenough asked for a motion for the IHP. Field made the motion to accept – seconded by Allen. Kallman abstained. All other members were in favor and the motion has been accepted.

Refinance request from loan holder, Kate McMillian: Allen began by prompting the board to focus on the concept before getting into the particulars. The borrower is looking to take funds from a refinance to make repairs valued over the initial loan amount. Kate gave a brief history of the First-Time buyer loan she had taken out. The Board was told that the terms of the loan are as such, that the refinance cash out is used for repairs the loan can be forgiven. Kate stated that the cash-out from the refinance will be used for home repairs. Allen asked if the repairs listed to be will occur in the next six months. Kate said they were, some have been done already. Allen asked whether the oil tank replacement was a soon to be done project. Kate affirmed it was. Allen asked that the Board forgives the loan, would Kate be willing to submit receipts and photo evidence of at least \$10,000 worth of

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work done in the next six months? Kate said it was not an issue. Allen told the board that this sounded fine to him. Hackett agreed. Warner asked for further thoughts or questions. There were none. Warner felt it was a reasonable request, also feels the documentation is appropriate. Allen clarified that the Board will not be holding the finds but rather forgiving the loan upon satisfaction of documentation of repairs. Kate asked for clarification on documentation should it show to 10,000 or for the cash-out amount? Board agreed that documentation of the \$10,000 loan amount. Parsons interjected that a vote of the board would be needed as would a letter to the loan holders bank from the board. Filed added that the closing attorney will need a formal subordination letter. Field can supply one if needed. A motion was made by Hackett and seconded by Marino; all were in favor.

Mike Schaaf (Harborlight Community Partners): Schaaf began by stating he feels that the IHP and AFTFB need and should develop working partnerships with local building entities that can assist in meeting housing goals. Harborlight would be a good partner, however, Schaaf feels strongly that this needs to occur whether it is with Harborlight or not to facilitate affordable housing development. Schaaff gave a review of Harborlight, the affordable housing projects, and towns it has been involved with. He presented an in-depth presentation on the Hardy project in Beverly. Warner said that the Board is now in a position that they can enter into a co-developing project. Allen said that a project like the Beverly project would be a good opportunity for the board to join in. Warner said that this looks promising.

IHP Chairman Role: Greenough has been Vice-Chairman however the Chairman position technically is still open. Warner nominated Greenough to be Chairman and Allen as Vice-Chair of the Partnership. Pedrick seconded. All were favor. Motion passed.

Affordable Housing Trust Fund fiscal report: Aubin gave a brief overview of FY 19 and FY20 accounts. A spreadsheet was presented of funds and transactions from the beginning of this fiscal year. Warner asked if there were any active requests for funds (i.e. first-time buyers, rehab loans, etc..). Allen mentioned the Housing Authority is actively seeking funds for renovation and rehab. They are getting much of it from a refinance but are seeking ancillary funding as well. Allen was hoping the town would offer some support which raises their requests to other organizations. He anticipates the housing authority to submit a request to the board.

Warner would like to do more outreach to educate the public about the programs offered by IHP-AHTFB. Perhaps taking out some advertising. Allen suggested that Aubin try to come up with marketing information. Parsons said he thinks the Board should consider a project due to the large availability of funds currently on hand. Gibbs suggests a possible parcel that abuts Housing Authority land known as Land's End. He feels it has development potential. Gibbs support outreach – schedule a meeting for realtors to review programs available. Allen suggested loan originators as a target group as well.

Calendar: Schedule set up for the next year of upcoming meetings. Question regarding meeting as a group instead of virtually. Parsons will check with the town as to what the new rules are. Warner thinks meeting once a quarter for in-person meetings and the others as virtual. He feels that the virtual meetings have been good and when restrictions have been lifted a shift to a hybrid model would be good.

New Business: Robert Leblanc is moving ahead with an application to the DHCD. To add the units at the Whittier. The Partnership will have to approve the application as well. Gibbs commented on In-Lieu payments he feels if the fees go up too high the developers will not proceed with large fees. He thinks everyone needs to move carefully to keep funds flowing. He recommends adding developers to the mix when discussing the In-Lieu payments.

Meeting adjourned: 08:55 am

Prepared by Christina Aubin

Approved _____