

# Minutes

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

**Date:** November 25, 2020 8:30 am    **Location:** Virtual Meeting Using Zoom

**Attendees:** Jim Warner (AHTFB Chair and IHP member), Don Greenough (IHP Chair); Judy Field (IHP); Charlie Allen (IHP); Richard M. Kallman (IHP); Binni Hackett (IHP & AHTFB); Michael Jones (IHP & AHTFB); Jim Kroesser (IHP); Anthony Marino (AHTFB) **Guests:** Barbara Sollows-Davis; Sarah Fader; Sarah Winderlin; Roger LeBlanc; Susan Gobron, Tom Mayo, Arthur Allen, Gina Allen **Staff:** Ethan Parsons, Christina Aubin

**Call to Order:** 8:35 am Affordable Housing Trust Fund Board called to order; quorum established. 8:31 Ipswich Housing Partnership called to order; quorum established.

**Citizen's Queries:** Warner called for citizen's queries. There were no citizen's queries.

**Adoption of Minutes from October 2020:** Warner asked for a motion for the Trust Fund to accept the minutes from October 2020 with the minor typo edits. Marino made the motion. Seconded by Hackett. All Trust Fund members were in favor, motion passed. Greenough asked for a motion that the IHP accept the October minutes with minor typo edits. Allen made the motion, and it was seconded by Warner. All were in favor, the motion passed.

**Intent to sell 98 Central St. Unit 1:** A quick review of the memo on 98 Central St Unit 1 was given. Members wanted a clearer understanding of the next steps. Parsons stated that the Trust Fund Board needs to determine if they are going to seek an eligible purchaser or the Trust Fund Board can purchase the property from Ms. Gobron. The Trust Fund Board needs to take action on the Right of First Refusal within 30 days of notice given (which includes submittal of appraisal and supporting paperwork.) The seller needs notification via mail. If the Trust Fund Board does not take the option to purchase, it shall assist in locating an eligible purchaser. (\*Eligible purchaser is a person or family whose income does not exceed 65% of median household as gauged by HUD). Parsons stated that Ipswich wants to keep this unit on the Subsidized Housing Inventory, and this will only occur by taking action. Marino asked what the town's initial outlay in funds was. (Amounts are listed in the deed.)

Warner stated that the real issue is it is unclear who the lender was (AHTFB or Select Board) Warner says that the AHTFB needs to take some action and that the Select Board will need to take some action. Warner said that the AHTFB can select and vote on someone to be an agent to sign on behalf of the Board. Warner said that Greenough put together a cogent description of this role. Warner said the AHTFB needs to take a vote to select Ethan Parsons as the acting agent for the Board. In this role, Parsons would be able to sign documents and write a letter noting the Trust Fund Board approves this. Susan Gobron and her son spoke as the owner of the unit. They stated that Susan was the owner since 2009. They stated they sent the Board the required documents. They are seeking further steps in this process. They thanked the board for their time in this process.

Greenough felt there was some confusion in the different matters before the Board. This is not a case of subordinating. There is a restriction on the property. The Board needs to decide if they are going to help find an eligible purchaser or the Board can buy this unit. Greenough is hoping the Board will take that step, so the unit is not lost. Allen suggested that perhaps the Board will select a couple of people to review the items involved in this matter.

Parsons stated that he felt two members assisting in sorting through this matter would be beneficial. Parsons stated he hoped that the Board would be able to meet in early December to meet and approve this matter. The owner has some time constraints. Ethan asked for a member of the Trust Fund Board and a member of the Partnership to work with him and Christina on this matter. Hackett offered for the Trust Fund as did Greenough for the Partnership. The Board agreed to a special meeting in early December to move on this matter: Thursday, December 3<sup>rd</sup> at 9:00 am for the Trust Fund Special Meeting.

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**ReHab Loan Applicant: 29 Meadowview:** The members did a quick review of the memo on 29 Meadowview. Marino asked if the invoice included a description of the work., which it does. The work has been already done. Marc Simons has been engaged to verify the amounts on the invoice and will be submitting a report to the Board. Trust Fund vote Marino made a motion to approve the invoice and work done, subject to a successful inspection affirming the work has been done in full and correctly. The amount of work done is \$4,263.73. Hackett seconded the motion. All were in favor, motion passed.

**ReHab Loan Applicant 85:** High Members did a quick review of the memo of 85 High. Marino asked if there was a total for the work done. There is not due to this is in the early stages of application. Ms. Fader stated that the contractor is coming today at 9:00 am to give her an estimate. Warner suggested contacting Marc Simons, as an agent of the Board, to coordinate, confirm the work that needs to be done and an estimated price range. Ms. Fader shared that since the application she has contacted Action Inc Fuel and she stated that it looks as if Action will cover the cost of asbestos removal and a new oil tank. Warner stated that the Board will wait for feedback from Mr. Simons and a final estimate, less the cost of the asbestos and oil tank removal for the next steps.

**Whittier LAU application:** Sarah Winderlin and Roger LeBlanc presented a background of the Whittier project to the Board. LeBlanc stated that part of the special permit process that 10 of the units are affordable at 60% median income. LeBlanc provided the Board with documentation of the affordable housing lottery process. This project is on the Select Board agenda for December 7<sup>th</sup>, 2020. LeBlanc shared that they have the permits and building is underway. Winderlin shared with the Board the occupancy status of the units and the fact that they are not filling the units that are empty due to turn over in the hope of being able to shuffle tenets into newly renovated units so the units they are moving from can be renovated. Winderlin also stated that there is a community preference in the lottery process for 7 of the 10 units. They will be working with existing tenants to have them join the lottery process as to not displace any tenants. Parsons inquired if there were any questions. Marino asked if there was action needed. Parsons replied the Partnership will need to vote and sign the application. Allen asked if this was a gesture to show the DHCD that there is community support for the project. To which Parsons replied affirmatively. First the Partnership signs off, then the Select Board after which it is up to LeBlanc and Winderlin to work with the DHCD to get its approval. Marino stated that these are a part of the 70+ units he has been working on getting on to the SHI.

Allen made a motion on behalf of the Partnership to authorize Ethan to sign the Whittier LAU application. Warner seconded the motion. Greenough reaffirmed a quorum and took a vote. All were in favor and the motion passed. Greenough affirmed with Parsons that he will sign the document on behalf of the Partnership and LeBlanc and Winderlin should drop the documents off at the Planning Office.

**218 High St:** This matter has been moved to the next meeting. The LAU application was not ready at the time of the meeting.

**81 to 83 High St:** Mayo was made co-host of the meeting to present to the meeting. Mayo introduced Arthur Allen as owner of this property. Allen began the presentation. The property is a pre-approved six unit. Without changing footprint or any addition they would like to change the three unit building on the property to a four unit building for the express reason to place an affordable unit in the development. They are working with Maureen O'Hagan at MCO Housing Services on the paperwork. Allen said Mayo will present what is being done. Allen explained that it is a matter of repartitioning the building internally to gain the additional unit without changing bedroom number, footprint or square footage. It will be an ownership unit. Mayo presented the IHP/AHTFB with the site plans, architectural plans to gain IHP/AHTFB approval. Warner asked if there was additional parking on the site. Mayo replied that right now there is enough parking spaces for each unit to have two spaces including the new unit plus a guest space. Allen (Charles) asked Mayo to present the square footage if the units. Mayo explained that originally there were (bedrooms/unit) 4/4/3 now they are planning 3/3/2/2. Allen (Charles) asked Mayo which was the affordable unit. Allen (Arthur) answer that they are planning on a two-bedroom unit being

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affordable. Warner asked what the target AMI was. Parsons said it should be 80% as a unit for sale. Allen (Arthur) stated depending on if there are any changes to the AMI when the analysis comes out next year, the 80% amount sale price may change to reflect a lower AMI.

Allen (Charles) asked what is the Board/Partnership doing with this matter today. Parsons said that Allen (Arthur) needed to make a case to the Planning Board to allow the seventh unit. Parsons also said that in order for Allen (Arthur) to meet the Inclusionary Housing requirements of the zoning bylaw he has to make a payment in Lieu or create an affordable unit. The Planning Board needs Allen (Arthur) to choose and commit to path, either the Payment in Lieu or an affordable unit. It would be helpful if Allen (Arthur) could go to the planning board and say that he has been working with the Partnership and Board on getting a new unit on the affordable housing inventory list. Parson stated that of course it was not a guarantee that Allen (Arthur) will get permission of the seventh unit from the Planning Board. If the Planning Board does allow it, Allen (Arthur) will proceed to build the unit and add it to the affordable housing inventory. The original special permit was that Allen (Arthur) would forgo adding the affordable unit and make a Payment in Lieu somewhere between \$80,000 to \$90,000, but Allen (Arthur) is trying to make adding an affordable unit work.

Allen (Charles) said what would help him is a snapshot of what the price and market value would be today. Allen (Arthur) stated that the market value of a two-bedroom was between \$365,000 and \$375,000. Maureen over the phone and unseen plans gave Allen (Arthur) a proposal of \$282,900. Allen (Arthur) stated that the proposed price and not needing to pay the \$80,000 Payment in Lieu bring the unit up to \$362,900, Allen (Arthur) said it was a break-even point and it was a no-brainer to go the route of adding a unit to the Affordable Housing list. Allen (Arthur) stated he felt this not only benefited him but benefitted everyone. Allen (Charles) said he agreed. He likes the idea of taking money that would be going into the trust and using it for the generating housing and it is good for the Board/Partnership. He suggested making the unit a three-bedroom. Allen (Arthur) said he is up for anything; he really wants the approval and assistance of the Partnership and Trust Fund Board. Allen (Arthur) feels that adding the additional unit does not change the density. Warner said that for him, as a Partnership member, this is a no-brainer however he would agree with Allen (Charles) to keep up dialogue about possibility of making the two bedroom a three bedroom. Warner encourages and supports this project. Allen (Charles) asked Parsons if there was a more formal manner of sending the support of the IHP/AHTFB to the Planning Board. Parsons said he would like to see a vote that supports Mr. Allen in seeking to make the seventh unit affordable on this property as a way to meet the affordable housing requirements. Allen (Charles) added that this was preferable to a Payment in Lieu. Warner added that the group encourages the possibly of a three-bedroom unit. And this will add to the Affordable Housing Unit list. All this should be included in the motion. Greenough asked if there was any more discussion before the motion. Greenough polled all IHP members present – unanimous support for the motion.

Allen (Arthur) said he would be calling MCO Housing to get a proposal on the three-bed room unit. He asked how the IHP/AHTFB like to proceed with communication regarding this MCO proposal request. Allen (Charles) said to give the figures to either Parsons or Aubin as well as comparable market values properties on both the two and three bedrooms. Then it will be put on the agenda of another meeting. And items such as possible contributions from the Board can be discussed at that time. Mayo asked for a tally of the vote to be able to present it to the Planning Board. Parsons said he will type something up on behalf of the Partnership.

**Kate McMillan – Loan Holder Request** update: Waiting on the Subordination paperwork. Judy Field is working on the necessary paperwork. This is presented as a follow up – no action is needed. Greenough said that this is a case where the Board authorizes Parsons to be agent to sign documents such as the Subordination and Discharge for the Trustees. Greenough also noted that the AHTFB needs to update their certificate of vote soon. Kroesser submitted one

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approximately five years ago. Parson said that he and Aubin would with with Kroesser to do this. Greenough stated that is needs to include a vote by the Trustees appointing Parsons as agent for the Board in signing documents such as Subordinations and Discharges. Motion to appoint Parsons as agent made by Marino on behalf of the Board. Jim Warner seconded. All were in favor, the motion passed, and Parsons is the agent of the Affordable Housing Trust Fund Board.

**Action Inc. Report** – for review by the members outside of the meeting time frame. Warner stated that with the state of COVID he feels that program will see further requests.

**Trust Fund Fiscal Report** – A report was not available due to not being able to remote into MUNIS. One will be presented next meeting.

**New Business:** Business not reasonably anticipated more than 48 hours of meeting

Parsons wanted to remind AHTFB that there was a special meeting to discuss 98 Central St. Unit 1 on December 3<sup>rd</sup> 9:00 am. Parsons asked if the IHP/AHTFB wanted to meet in December and went over dates. Greenough asked if the Planning Board was going to take action on High Street in their December meeting. Parsons stated he felt the Planning Board would want another meeting before taking action.

Review by Warner of actions: Parsons and Aubin will get the Board a detailed action list that has to be done per the restriction on the unit. Will get all the documents needed for Unit 1 on Central street. Parsons needs to determine if is a Select Board vote, Parsons

**Adjournment:** Marino moved for adjournment, Warner seconded – all were in favor - meeting adjourned 9:30 am