

**Hamilton Affordable Housing Trust**  
Teleconference

September 30, 2020

HAHT Members Present: Chair Marnie Crouch, David Smith, Hunter Carroll, and Jamie Knudsen.

HAHT Members Absent: William Massos

HAHT Coordinator: Pat Shannon

Other Staff Present: Director of Planning & Inspections Patrick Reffett

*\*This meeting was teleconferenced via Zoom with all of the above participants remaining at home.*

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ROLL CALL

Affordable Housing Trust (AHT) Chair Marnie Crouch called the online meeting to order at 6:02 p.m. with a quorum present. Present were David Smith, Marnie Crouch, new member Hunter Carroll, and Jamie Knudsen. William Massos was not present.

APPROVE MINUTES FROM THE AUGUST 26, 2020 MEETING

Mr. Smith made a motion to approve the Aug. 26 Meeting Minutes. Mr. Knudsen seconded the motion. A roll call vote was taken with “ayes” from Ms. Crouch, Mr. Smith, and Mr. Knudsen, (3-0). \*Mr. Carroll did not vote because he was not a member of the AHT at the time of the Aug. 26 meeting.

UPDATE ON 434/438 ASBURY STREET—DON PRESTON, HABIT FOR HUMANITY

Ms. Crouch referred to the LIP application in the packets [Local Initiative Program—Application for Comprehensive Permit Projects]. She asked Habitat for Humanity North Shore Executive Director Don Preston if he had any introductory remarks. It was noted Bill Brauner from Habitat was also present online. Mr. Preston reported the property owner, Mr. Marcorelle, had passed away. Prior to that, Habitat had made an offer on Lot 1, which is where Mr. Marcorelle’s house is located, but the offer (\$200K) was rejected. The matter of Lot 1 is still pending. Ms. Crouch inquired if the option to purchase was binding with Mr. Marcorelle’s heirs; Mr. Preston said yes. He noted the permit application was ready to go to the Department of Housing and Community Development (DHCD) and explained it was pending signature from the AHT. A letter of support from the AHT will accompany the document; that letter has already been done.

After determining the LIP application was not in final form, Ms. Crouch reviewed the document in detail with Mr. Preston and Mr. Brauner. Ms. Crouch offered suggested revisions. She clarified the deed would include a rider providing for affordability of the homes in perpetuity. She asked if a site plan and architectural plans were in place. Mr. Preston responded that Habitat has a rough site plan and some concept drawings as required by the DHCD.

Ms. Crouch reviewed Habitat's funding sources. She said Habitat would next be seeking \$400K from the AHT and \$265K from other sources, which, together with the \$35K already given by the AHT, will make up the \$700K purchase price for the property. Ms. Crouch noted a letter she received from the Institution for Savings (Habitat's funding source for construction) incorrectly listed four duplexes rather than five. She asked if that had been corrected; Mr. Preston responded yes. She said in the materials, it indicated the total project was \$2.9M. To reduce that sum, Habitat was seeking \$300K from the HOME Consortium and \$300K from the CPC. She asked if it was Mr. Preston's intention to seek money from the HOME Consortium this year. He said yes. He said they would seek grants of \$30K per unit, which is what they are asking, but it would be in phases over a number of years. She reviewed the phases and had many questions, for example, she thought it should say how many duplexes would be built per phase (rather than number of units since you can't split the duplexes). She said she wanted the document to reflect the project as it is now, not what it was back in August. Mr. Preston had said the document had been due in August.

Ms. Crouch said that if the AHT provided funding, Mr. Preston had to have all other funding sources in place. However, the Consortium seemed to be asking for the same. She said after subtracting out the purchase price, there was still \$1.6M that Habitat needed to come up with. Mr. Brauner responded that his day job is a State funder for public housing and that every funding source wants to be the last one to join the project. He said on page 21, there was a breakdown of the phases. All permits will be granted by December 2020, but he said he does not expect he will have the comprehensive permit from the Zoning Board of Appeals (ZBA) by then. Mr. Preston explained more details about the timeline. COVID circumstances could affect construction and there may be modifications.

Ms. Crouch said when the AHT reviews the document it needs to be correct, realistic, and doable. She pointed out a discrepancy about the acreage on the site that was listed in the document in one as "7 acres" and in another as "4.76 acres." It should be clarified. She said on page 3, it says Hamilton needs to produce 14 units on its subsidized housing inventory (SHI) and this is not the case. The Town doesn't have to produce the units, but there is a benefit to the Town if it does. She asked if there was a plan for local preference; he said yes. On page 5, Ms. Crouch was listed as "chairman"; she should be listed as "interim chair." She wanted her Town email address on the document rather than her personal email address. She made a series of other suggested edits for typos and such.

Mr. Smith asked for the target dates for cash outlays from now through the end of the project. The AHT had already given \$35K. Mr. Preston outlined the plan and timeline,

saying Habitat will be seeking \$735K from the Town starting with \$400K in April of next year.

Ms. Crouch asked if the first phase was one duplex or two. He said it was two duplexes. The page outlining that needs to be corrected, she said.

Ms. Knudsen brought up a question about why there was one request of the AHT and a different request to the Community Preservation Committee (CPC) as the AHT gets most of its funding from the CPC. Mr. Preston explained the AHT is also receiving funds from the Canter Brook project (in lieu of creating affordable housing units there) that may be applied to this project. Mr. Knudsen said the AHT did approve a grant request of the CPC for \$200K at its last meeting that was conceptually tied to the project.

Mr. Carroll asked for details of the previous Habitat project at 270 Asbury St., and Ms. Crouch and Mr. Smith filled him in on what they recalled about that project. The AHT had given Habitat \$250K and it received CPC funding, as well. Mr. Smith said he thought it was something like \$160K for each of the two units.

Mr. Knudsen asked how the request for a letter of support was communicated. He wasn't aware the project was waiting on AHT signature. Ms. Crouch said she hadn't been aware either. Mr. Preston said he had been working with Director of Planning & Inspections Patrick Reffett. The application called for letters of support since it is a friendly 40B to show the Town is committed to the project and also two signatures, one from the AHT Chair and the other from the Town Manager.

Ms. Crouch noted that Pat Shannon should be the point person for the AHT with Mr. Reffett copied on the correspondence. Mr. Preston said he hadn't been made aware Mr. Shannon was the "new Dorr." [Dorr Fox, the previous AHT Coordinator.] There was a discussion of a backup plan should Town Meeting not approve allocations to Habitat. Mr. Preston said Habitat did have a backup plan and there are no guaranteed for any of the funding.

Ms. Crouch explained some history of the previous Asbury Street homes developed by Habitat and the huge problem that occurred in relation to getting them recorded on the Town's SHI. She also talked about the recent Willow Street project and how Traggorth Companies, developers of the Willow Street project, had offered the AHT a mortgage to secure funds. If the project is successful, the mortgage could then be subordinated. She said she was uncomfortable providing Habitat with \$400K that will be coming up without having any security if there were a worst-case scenario. Mr. Brauner said as a recourse, there could be some form of legal mechanism by which the AHT could take back its portion of the funding if the homes aren't built. Ms. Crouch explained the AHT wants to provide affordable housing and is not at cross purposes, but needed to protect the financial interests of the Town.

Mr. Knudsen clarified that the letter of support provided by the AHT did not set forth any dollar amount. Mr. Preston said it was not a letter committing to funding, just a letter of support for 10 units of affordable housing to be built. Mr. Knudsen asked if the letter was in

the packet. Mr. Preston said that Habitat had the letter and just needed the AHT signature on the actual application. Ms. Crouch said as soon as Mr. Preston provided a clean copy of the application, the AHT should schedule a further meeting on the matter.

UPDATE ON CPC APPLICATION FOR FUNDING—MARNIE CROUCH

Ms. Crouch reported she attended the CPC meeting and made a grant request of \$200K that was tied to the Habitat project at 434 Asbury Street, although she made the caveat that some of the funds might potentially need to be used toward a project at Gordon-Conwell Theological Seminary. The grant request was approved by the CPC and is now subject to the approval of Town Meeting. Ms. Crouch said with the \$200K plus \$217K from Canter Brook, the AHT is in good standing financially, even subtracting the \$500K the AHT has agreed to contribute to Traggorth Companies for the Willow Street project.

UPDATE ON STATUS OF POTENTIAL AFFORDABLE HOUSING AT GORDON-CONWELL THEOLOGICAL SEMINARY (GCTS)—DAVID SMITH

Mr. Smith said he had been meeting with Mia Ertel, Chief of Staff of GCTS who had communicated to him that the GCTS is working diligently with two firms that have expressed interest in converting the current housing on campus into private hands. Ownership of the housing there is likely to be transferred to one of the two firms. He said GCTS feels they are making satisfactory progress toward selling those apartments. As part of that arrangement, there will be significant component of affordable housing for the Town, counting toward its SHI (perhaps 50 to 200 units). It is a complex deal that will take time, he said, but he predicted a deal would be in place by the end of 2020. He said they can't talk much about it now while it is in negotiations and need to maintain open lines of communication. He said there would be either no cost or just a small cost to the Town. He said it warranted continued patience, persistence, and hope for a good outcome.

SCHEDULE NEXT MEETING

Ms. Crouch was hesitant to schedule the next AHT meeting as the AHT wants to be responsive to Habitat for Humanity. It will be scheduled after Mr. Shannon receives the application draft back from Habitat. It was agreed that a Wednesday evening will work well for the members.

ADJOURNMENT

Mr. Knudsen made a motion to adjourn the meeting at 7:01 p.m. Mr. Smith seconded the motion. A roll call vote was taken with "ayes" from Mr. Smith, Mr. Carroll, Mr. Knudsen, and Ms. Crouch, (4-0).

Prepared by:

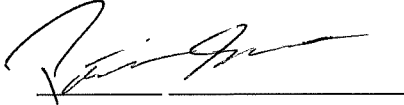
Mary Ann Cook

11/24/20

Mary Alice Cookson  
Minutes Secretary

Date

Attest:



Patrick Shannon  
AHT Coordinator

11/24/20

Date