

**Norwell Community Housing Trust**  
**Approved Meeting Minutes**  
**1/25/18**

TOWN CLERK  
2018 APR 20 AM 11:00  
RECEIVED

**Present;** Peter Shea, Gregg McBride, Andy Reardon, Rob Charest, Pat Richardson, Brian DeSouza

**Guest:** Jennifer Van Campen, Metro West Development

The meeting was called to order by Chair Peter Shea at 7:39pm.

*Motion; made by Andy Reardon, seconded by Pat Richardson to accept the amended agenda as printed. Unanimously voted*

**40 River Street Project Update**

Ms. Van Campen was present to give an update on the project. Mr. McBride, Ms. Hibbard and Mr. Shea had a conference call with Ms. Van Campen yesterday to discuss a list of questions for Ms. Van Campen. Per Ms. Van Campen, Eastern Bank will partner with Metro West on this project. She is working on final pricing from the General Contractor, and restated that the commitment letters from project funding sources need to cover the total cost.

There is currently a funding gap to be addressed before the subsidy layer review, and all funding must be in place before the HUD review. Therefore, the project is on hold (again) until the funding gap is resolved. Metro West is hoping to break ground by May 1<sup>st</sup>, with a one year construction period, and possible move-ins by April of 2019.

Ms. Van Campen reviewed the latest budget with Trust members, noting that the funding gap is down to about \$250K. Mr. McBride asked for copies of the geo-tech and hazmat reports. Curtis Construction has reduced their fee from 10% to 6%. Mr. Charest reviewed the numbers with Ms. Van Campen and made suggestions for further costs review. Metro West has obtained a 20 year fixed rate with Eastern Bank. The project will be able to assume a higher rent because AMI income limits increased in the new year. All renters will pay their own utilities as the units will have individual AC and heat. Mr. Charest highlighted bigger budget line items for further review by the contractors. All reviewed the mix of income units and proposed rents with Ms. Van Campen. Discussion ensued about the number of subsidized units and the Town's acceptance of the types of income levels. Board members would like to see a copy of Eastern Bank's market study.

All discussed the funding gap and potential solutions, which included more funding from both Metro West and the Town. Mr. McBride updated all about the increased costs to remove the old building and the subsoil with large rocks as well as the asbestos in the building. Perhaps both parties could contribute a little more funding to close the gap. Mr. McBride mentioned the specific kudos received by the Town from both DHCD's Chrystal Kornegay and Secretary Jay Ash. The Town is on their radar, which is a good thing. Per Mr. Charest, Metro West should review and refine the budget numbers before addressing the final "gap" numbers.

**Next Steps:** Ms. Van Campen will follow up with the General Contractor to refine the numbers. Mr. McBride would like more construction information from both the architect and General Contractor – perhaps in a meeting/working session. Chief Reardon would like the architect to meet for a discussion about some of the cost cutting measures such as a wood elevator shaft. Mr. Shea asked about the veteran's preference within the local preference, which will be in the affirmative marketing plan.

Metro West will create the Metro West, LLC corporation for the 40 River St. project, which will be a taxable entity. Ms. Van Campen asked about the PILOT program and taxes discussion. Per Mr. McBride, the BOS won't address this issue before the affordable amount is decided or until the pro forma budget is balanced. All discussed options for a successful PILOT program.

The Trust discussed a May construction date and the 3 year clawback condition in the Town Meeting Article, which expires with this year's May Town Meeting. To Be Continued...

The Developer Agreement expires on 4/30/18. All will discuss and reconnect. The original marketing study is a few years old now, but showed a viable market. Ellen will email the trust fund balance to Mr. Shea.

Per Chief Reardon, all communication equipment has been moved out the building as of now. The Trust continued to discuss the funding gap, project expenses and options. A meeting with Curtis Construction was suggested.

#### **Approval of Minutes and Vouchers**

There were no vouchers needing approval.

*Motion; made by Andy Reardon, seconded by Gregg McBride, to approve the minutes of the 12/7/17 meeting. Unanimously voted*

#### **Adjournment**

*Motion; made by Andy Reardon, seconded by Pat Richardson, to adjourn at 8:50pm.*

*Unanimously voted*