

TOWN OF NORWELL  
TOWN CLERK

2018 JUN 14 PM 1:40

**Norwell Community Housing Trust  
Approved Meeting Minutes  
5/3/18**

**RECEIVED**

**Present:** Peter Shea, Liz Hibbard, Gregg McBride, Andy Reardon, Brian D'Souza  
**Guests:** Dan Gaulin-Elmwood Consulting, WATD reporter

The meeting was called to order by Chair Peter Shea at 7:19pm.

*Motion; made by Andy Reardon, seconded by Brian D'Souza, to accept the amended agenda as printed. Unanimously voted*

**Affordable Housing Production Plan Update Proposal**

Dan Gaulin was present to discuss the proposed update to the Affordable Housing Production Plan. His plan would utilize annual data as opposed to the census which is not available yet. The board updated Dan on the changes to the Town's AH inventory in the last 5 years. Dan will review and contact the board to go through the whole plan. The board requested a quote to update the plan, and would like a price range of \$3-5K. As Elmwood's contract with the Trust has expired, Mr. Gaulin will update the contract and prepare a quote for the Housing plan update. He recommended adding the services of Jennifer Goldson to work on the update. She has excellent references for her work on other towns' AH plans.

Next Steps for Mr. Gaulin: 1. Update Elmwood's contract, 2. Quote for AH plan and presentation. Mr. McBride noted that the Town Planner would like to be involved in the update this time around.

**40 River Street Update – Herring Brook Hill**

Ms. Van Campen notified Ms. Hibbard that the HUD subsidy layering review is outstanding and could take up to eight weeks to complete.

*Motion; made by Andy Reardon, seconded by Gregg McBride, to have the CHT Chair sign the second amendment to the purchase option agreement. Unanimously voted*

Ms. Hibbard updated all on the groundbreaking ceremony, noting the state officials that were present as well as potential residents. It was a very successful event.

Curtis Construction, the general contractor for the project, has gone to the building department to begin applying for permits, based on advice from the ZBA to Ms. Van Campen to begin the permit application process. The BOS voted to consider reducing the building permit fees and will make their decision about the amount to charge based on the building inspector's final quote. The board reviewed and discussed Ms. Van Campen's questions about project details. Town Administrator Peter Morin went through the state procurement bid process for asbestos removal. Mr. McBride also obtained a quote for the asbestos monitoring process. Questions were asked and answered about the removal quotes. The board will need to vote to authorize funds from the Community Housing Trust Fund for this part of the project. Discussion ensued about the difference in the asbestos removal estimated costs from the contractor vs. the Town's quotes. All are hoping that the contractor's quote will be cheaper.

Next Steps: Reply to Ms. Van Campen that the Town will have to pay too much for the asbestos removal, which will come out of the \$1.3M. She should talk to her contractors to get a cheaper quote. Mr. Morin is anxious to move this process forward to avoid project timing issues in the Town. Mr. Shea will follow up with Ms. Van Campen on this issue, and all will wait and see if Curtis comes back with a lower quote.

*Motion; made by Gregg McBride, seconded by Andy Reardon, to accept the proposal from Francesco Demolition to remove the asbestos, but not execute it if Metro West is able to obtain a less expensive quote. The board will accept the asbestos removal monitoring proposal from TRC only if Metro West does not do the asbestos removal project. Unanimously voted*

All discussed the CPA Grant Agreement draft document that will govern the disbursement of the CPA allocated funds (voted at the 2015 Town Meeting). Ms. Hibbard summarized the important points included in the draft, and urged the board to review it carefully and get comments back to her by the middle of next week, before voting at an upcoming meeting. She noted that it governs installment payment milestones; with funds disbursed at closing, 50% completion and 100% completion. This plan will ensure that the project does not put Town funds at risk. Ms. Hibbard also highlighted additions included in the draft that protect the Town's investment. Questions were asked and answered. The CPA grant amount is net of the pre-development costs already disbursed.

Mr. Shea updated all on the lunch meeting with Ms. Van Campen and Ms. Hibbard. All reviewed Metro West's proposed project schedule with a June start. When reviewing the project costs charged to the 40 River St. CPA Article expense account, all discussed the project costs to be paid from this account. The board stated that the only costs to date for the Article account are those submitted on the Metro West vouchers. All other costs will be paid out of the Community Housing Trust fund.

### **Wildcat Property Proposal**

Mr. Brown has requested more time to complete the proposal before attending a Trust meeting.

### **Approval of Minutes**

*Motion; made by Andy Reardon, seconded by Gregg McBride, to approve the meeting minutes from the 3/22/18 meeting. Unanimously voted*

### **New Business**

All discussed AH statements and anticipated questions for the upcoming Annual Town Meeting. Per Mr. Shea, there will be a proposed amendment to the Carleton property purchase Article. Discussion ensued about parliamentary procedure re: the Article and amendment.

### **Adjournment**

*Motion; made by Andy Reardon, seconded by Gregg McBride, to adjourn at 8:51pm. Unanimously voted*