



Town of Hudson

Affordable Housing Trust

78 Main Street, Hudson, MA 01749
Tel: (978) 562-2989 Fax: (978) 568-9641

Minutes of Meeting May 18, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hudson Affordable Housing Trust was conducted via remote participation.

A meeting of the Town of Hudson's Affordable Housing Trust (AHT) was held on Tuesday April 28, 2020; Kevin Santos convened the meeting at 4:35PM.

The following AHT voting members were in attendance:

Kevin Santos, Chair, Vice Chair, John Parent, Ian Mazmanian, Anna McCabe, Jim Quinn, Jory Tsai, Darryl Fillippi

The following individuals were also present:

Jack Hunter, Director of Planning and Community Development; Kristina Johnson, Assistant Director of Planning and Community Development.

- I. **Rental Assistance Program**— Mr. Hunter informed the Trust that he and Kristina have started putting together all the documents for the Rental Assistance Program and have met with Mr. Santos and Mr. Parent on some of the issues they need direction on. Both thought they should be brought forth to the enter Trust before they go public.

Jack said they needed guidance on the lottery (how long its for; who does it and the method); the appeal process (who does it go to); and the deadline for the applications and lottery.

The Trust felt the lottery should be conducted by the Chair unless in conflict then the vice Chair and should be public; the appeal should be addressed to the full Trust. The Program would also cover \$500 per month for April, May and June only.

There was also the question about a 1040/1099 and was it absolutely necessary.

The Trust felt we should ask for it but not hold up any application in doing so.

Next the Trust discussed the process to get the applications signed and felt leaving them with the Town Clerk was best.

On s motion by Mr. Parent, seconded by Mr., Quin those items were unanimously voted on by roll call vote of the Trust.

II. **Other Business** –There was none at this time.

III. Minutes 4.22.2020 and 4.28.2020

On a motion by Mr. Fillipi and seconded by Mr. Parent the minutes of 4.22.2020 and 4.28.2020 were approved unanimously by a roll call vote.

VI. **Adjourn** - On a motion by Mr. Parent seconded by Mr. Quinn the meeting was unanimously adjourned by roll call vote at 5:18PM



Town of Hudson

Affordable Housing Trust

78 Main Street, Hudson, MA 01749
Tel: (978) 562-2989 Fax: (978) 568-9641

Minutes of Meeting July 28, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hudson Affordable Housing Trust was conducted via remote participation.

A meeting of the Town of Hudson's Affordable Housing Trust (AHT) was held on July 28, 2020; Kevin Santos convened the meeting at 4:35PM.

The following AHT voting members were in attendance:

Kevin Santos, Chair, Vice Chair, John Parent, Ian Mazmanian, Anna McCabe, Jory Tsai, and Darryl Fillippi

The following individuals were also present:

Jack Hunter, Director of Planning and Community Development; Kristina Johnson, Assistant Director of Planning and Community Development, and Pam Helinek, Planner.

- I. **Rental Assistance Program**— Mr. Hunter informed the Trust that so far there have been 9 processed applications and several others that have been approved but we have not heard back from the applicants.

The Trust asked many questions regarding timing of the letters, how to wrap up the program and when to set a deadline for responses.

On a motion by Mr. Fillippi, seconded by Mr. Parent the Trust voted unanimously to instruct staff to write letters and emails to both the outstanding approved applicants and their landlords and to inform both parties that they must respond by August 14, 2020 at 4:40PM.

- II. **Packard Street Reuse Committee** – Ms. McCabe gave a briefing to the Trust on their efforts to come up with a reuse strategy on the former Police Station on Packard Street. She discussed buffering, setbacks, parking, architectural designs, handicap access as the prominent issues being discussed.

Mr. Parent interjected the need to bring a Town Meeting Article to the BOS in August to transfer the property to the Trust. HE also discussed that eventually the Trust will need to talk the reins on this project regarding an RFP, selection of a developer and monitoring construction and fundraising.

The Trust was generally pleased with the progress made and was in support of their efforts.

- III. Assabet Regional Housing Consortium and MetroWest Collaborative – Jen Van Campen
Director of MetroWest Collaborative thanked the Trust for hiring them once again and briefly talked about the one-year work program of the Consortium. She also discussed that specifically for Hudson they were continuing their monitoring and inventory and will be constantly resending to SHI resales etc.
- IV. Foundation for MetroWest – Ms. Van Campen informed the Board that she was approached by the Foundation for MetroWest about potential funding of rental Assistance programs much like Hudson's. She was here to see if there was any interest in applying for such funding.

It was the general consensus that since there doesn't seem to be as much interest as we had hoped there was no need for additional funding at this time.

- V. Housing Trust Staffing – Ms. Johnson wanted to inform the Trust that with Mr. Hunters pending retirement she wanted to let the Trust know that they will be fully staffed by Ms. Helinek and herself in the future. In fact, Mr. Hunter is being retained on a part time basis to help with staffing and to train MS. Helinek on housing issues.
- VI. Potential new member – Mr. Hunter noted that they have received an interest card form Ms. Singh to be a member of the Trust. Mr. Santos asked Ms. Singh to introduce herself and tell the Board what her insert is.

Ms. Singh went over ther resume and soad at this point in her career she wanted to give back to the Community.

Ona motion by Ms. McCabe seconded by Mr. Fillippi the Trust voted unanimously to recommend tot eh BOS that Ms. Singh be appointed to the Trust.

VII. **Other Business** –There was none at this time.

VIII. Minutes 5.18.2020 – On a motion by Mr. Parent, seconded by Mr. Mazmanian the minutes of May 18, 2020 were unanimously approved.

On a motion by Mr. Santos and seconded by Ms. McCabe the meeting was adjourned at 8:21PM unanimously by a roll call vote.

VI. **Adjourn** - On a motion by Mr. Parent seconded by Mr. Quinn the meeting was unanimously adjourned by roll call vote at 5:18PM



Town of Hudson

Affordable Housing Trust

78 Main Street, Hudson, MA 01749
Tel: (978) 562-2948 Fax: (978) 568-9641

Minutes of Meeting September 30, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hudson Affordable Housing Trust was conducted via remote participation.

The meeting was called to order at 7:03 PM by chair Kevin Santos.

The following AHT voting members were in attendance:

Kevin Santos (Chair). John Parent (Vice Chair), Ian Mazmanian, Jim Quinn, Anna McCabe, Darryl Filippi

The following staff were also present:

Pam Helinek (Acting Assistant Director of Planning and Community Development), Jack Hunter (Planning and Community Development)

I. Discussion on whether to fund Housing Consultant on Packard Street Re-use

E3 Consultant Eliza Datta submitted a proposal for continuing consultant services in order to plan and present at the Public Forum, help to finalize the Developer RFP, assist in reviewing responses to the RFP, and other support activities related to the Packard Street project. The proposal is for \$175/hour for not more than \$10,000.

Darryl Filippi said that sounded like a lot of hours and he would like to see a breakdown of where the time would be spent. Jack Hunter said that he thought the biggest role would be in helping to review developer proposals to make a good decision. Jim Quinn pointed out that the proposal included a monthly report of hours and costs and that either side could pull out of the agreement at any time. John Parent cited Eliza Datta's earlier estimate of \$2000-\$3000 for the Forum, \$1750-\$3000 for finalizing the RFP, and \$1750-\$3000 for reviewing responses and suggested attaching this breakdown to the proposal.

John Parent moved to approve the expenditure of up to \$10,000 for consulting services for the Packard Street Re-use project. Second by Darryl Filippi, vote 6-0-0 by roll call.



Town of Hudson

Affordable Housing Trust

78 Main Street, Hudson, MA 01749
Tel: (978) 562-2948 Fax: (978) 568-9641

Minutes of Meeting October 14, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hudson Affordable Housing Trust was conducted via remote participation.

Public Forum

Proposal to Develop High Quality Affordable Housing at 62 Packard Street

The following AHT voting members were in attendance:

Kevin Santos (Chair), John Parent (Vice Chair), Anna McCabe, Darryl Filippi, Sushma Singh

The following were also on the forum panel:

Pam Helinek (Acting Assistant Director Planning and Community Development), Kristina Johnson (Acting Director Planning and Community Development), Jack Hunter (Planning and Community Development), Eliza Datta (E3 Consulting), Cliff Boehmer (E3 Consulting)

The Public Forum webinar was opened to the public at 7:00 PM. The following agenda was followed:

1. Introduction by Pam Helinek— explanation of webinar content and format, introduction of panelists, instructions on asking questions
2. Greeting by Anna McCabe – discussion of Packard Street Re-use Committee and her role in the process
3. Powerpoint Presentation by Eliza Datta and Cliff Boehmer
4. Discussion by Anna McCabe of Town Meeting warrant article
5. Pre-submitted questions read and answered by Anna McCabe, assisted by other panelists
6. Members of the public entered questions into the Q&A box, answered by Anna McCabe, assisted by other panelists

The Public Forum was closed at 8:15PM

- II. **Minutes** – Darryl Filippi moved to approve the minutes from September 16, 2020. Second by Anna McCabe, vote 6-0-0 by roll call.
- III. **Other Business** –There was none at this time.
- IV. **Adjournment** – Darryl Filippi moved to adjourn the meeting, second by Anna McCabe, vote 6-0-0. The meeting was adjourned at 7:30 PM.

Town of Hudson

Municipal Affordable Housing Trust

78 Main Street, Hudson, MA 01749

Tel: (978) 562-2948 Fax: (978) 568-9641



Minutes of Meeting October 6, 2021

The Affordable Housing Trust sponsored a Meet the Developer Open House. A quorum was not present.

Town of Hudson

Municipal Affordable Housing Trust

78 Main Street, Hudson, MA 01749
Tel: (978) 562-2948 Fax: (978) 568-9641



Minutes of Meeting October 20, 2021

The meeting was called to order by Chair Kevin Santos at 7:00 PM.

Roll Call: Kevin Santos (Chair), John Parent (Vice Chair), Anna McCabe, Darryl Filippi, Jory Tsai, Staff: Pam Helinek, Kristina Johnson (Planning and Community Development), Jack Hunter, Eliza Datta (Consultants), Jennifer Van Campen, Caitlin Madden, Claire Comeau (MetroWest Collaborative Development), Laura Cella-Mowat (Davis Square Architects)

Packard Street Update

- The Meet the Developer Open House was very successful. Questions were raised about traffic and parking and also about drainage concerns. MWCD is meeting with their engineer and DPW to discuss drainage around the site. Questions were also raised about ownership of and removal of the chainlink fence which bounds three sides of the property.
- The Project Eligibility Letter from DHCD is expected by Monday, allowing MWCD to meet the ZBA deadline of Tuesday to file their Comprehensive Permit application.
- Hancock Associates has been signed on to complete the hazardous materials survey and demolition documents.
- The Option to Purchase agreement is signed and work on the LDA has begun.
- Jennifer Van Campen will be leaving MWCD at the end of December and Caitlin Madden will take over management of the Packard Street project
- Caitlin Madden gave a short presentation about the schedule and issues that had come up at the Open House
- Laura Cella-Mowat gave a short presentation showing some minor design updates

Anna McCabe asked about installing a blinking speed sign along Packard Street. Jack Hunter suggested also talking to the Police Chief about the speeding problems. Anna McCabe said that the fence is identical on all three sides of the property and therefore very probably owned by the town. She said the fence is in bad condition and trees are growing through it.

Contribution to Packard Street Project

MWCD submitted a request to the Trust to commit \$325,430 to the Packard Street project as discussed in their response to the RFP. Darryl Filippi pointed out that the request letter referenced a match of CPA funds, when it should ask for Affordable Housing Trust funds. MWCD will correct the letter. John Parent moved to commit to providing \$325,430 to MWCD, second by Anna McCabe.

Kevin Santos moved to amend the motion to specify that the funds come from the Affordable Housing Trust fund. Second by Anna McCabe. Vote on the amendment: 5-0-0. Kevin Santos moved to vote on the amended motion., second by John Parent. Vote on the amended motion: 5-0-0

Caitlin Madden mentioned that it might be beneficial to get some of the money before closing on the property to reduce the accrual of debt before construction begins. Jack Hunter suggested that milestones for distributing funds could be in the LDA. Pam Helinek said that the dollar amounts might change over time so maybe should be a separate document.

Minutes -John Parent moved to accept the minutes from September 22, 2021, second by Anna McCabe, vote 5-0-0.

Other Business – John Parent reported that unofficial new census information shows Hudson’s housing stock increased 7% from 7962 units to 8502 units since the last census, and that with 901 affordable units we are at 10.5%. With the 40 new units at Packard Street we will be over 11%.

Next Meeting – The next meeting will be the ZBA Comprehensive Permit Hearing on November 18 at 7:00PM. Trust members are encouraged to come and show support. The next regular Trust meeting was set for Wednesday December 1, 2021 at 7:00PM.

Adjournment –John Parent moved to adjourn the meeting, second by Anna McCabe, vote 5-0-0. The meeting was adjourned at 7:43 PM.

Town of Hudson

Municipal Affordable Housing Trust

78 Main Street, Hudson, MA 01749

Tel: (978) 562-2948 Fax: (978) 568-9641



Minutes of Meeting November 18, 2021

The Affordable Housing Trust attended the Zoning Board of Appeals meeting to discuss the comprehensive permit for 62 Packard Street. A quorum was not present.