



TOWN OF SWAMPSCOTT

AFFORDABLE HOUSING TRUST

ELIHU THOMSON ADMINISTRATION BUILDING
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

MEMBERS

KIMBERLY MARTIN-EPSTEIN, CHAIR
MARIANNE MCDERMOTT, VICE CHAIR
ILENE VOGEL, SECRETARY
DON HAUSE
JOAN HONIG

ALTERNATES

KRISTIN SACCOCCIO

OCTOBER 25, 2017 MEETING MINUTES

Time: 7:00pm– 8:30 pm
Location: Swampscott Town Hall, First Floor Conference Room, 22 Monument Avenue
Members Present: K. Martin-Epstein, M. McDermott, I. Vogel, J. Honig
Members Absent: D. Hause, K. Saccoccio
Others Present: Pete Kane (Director of Community Development)

The meeting was opened at 7:00p by P. Kane.

INTRODUCTIONS

The members of the new Affordable Housing Trust introduced one another, having known each other personally prior to the creation of the Trust. P. Kane thanked the members for volunteering to serve on the Trust and appreciated each of their extensive backgrounds and knowledge as it relates to affordable housing.

MISSION & RESPONSIBILITY OF THE TRUST

A mission statement doesn't currently exist for the Affordable Housing Trust. P. Kane said that the Town is making an effort to establish approved missions for each Town committee so that the public has a clear understanding of the purpose and authority of the various committees. He asked Trustees to review the General Bylaw that established the Trust as well as mission statements of other affordable housing trusts and to come to the next meeting with a drafted mission statement. The Trust can then review the various ideas for a mission statement at the next meeting, agree to a proposed mission, which P. Kane will then submit to the Board of Selectmen for their review and approval.

COMMITTEE ROLES

P. Kane said that another important step for a new committee is to establish the roles of chair, vice chair, and secretary. He gave an overview responsibility of each role and then asked if anyone was interested in a specific role. P. Kane also asked that each Trustee make sure to get sworn in with the Town Clerk. At that time, they'll be provided materials on the Open Meeting Law and Conflict of Interest. He also suggested that Trustees should review Robert's Rules of Parliamentary Procedure (<http://www.rulesonline.com/>).

MOTION: by I. Vogel for K. Martin-Epstein to serve as chair and M. McDermott to serve as vice chair, seconded by J. Honig, unanimous.

MOTION: by J. Honig for I. Vogel to serve as secretary, seconded by K. Martin-Epstein, unanimous.

SUPPORTING DOCUMENTS

There are a number of documents and plans that support the role and actions of the Trust. P. Kane distributed copies of the Town's DHCD-approved Housing Production Plan. He noted that other documents that should be reviewed include:

- Article XX Swampscott Affordable Housing Trust Fund (part of the Town's General Bylaws)
- "Swampscott 2025 : The Master Plan" – available at <http://planswampscott.com>
- 4.8.0.0. Inclusionary Housing Regulations (part of the Town's Zoning By-laws)

Trustees also suggested reviewing the Massachusetts Housing Partnership "Municipal Affordable Housing Trusts Guidebook" available at

https://www.mhp.net/writable/resources/documents/municipal_affordable_housing_trust_guidebook.pdf.

K. Martin-Epstein was curious if the bylaw has language specifying whether the Trust can own land itself.

RESEARCH

The Trustees then discussed the idea of reaching out to various affordable housing trusts in Massachusetts to learn about them and get some guidance. Based on that, the following Trustees will reach out to the affordable housing trusts in the following communities:

- J. Honig – Stow, Sudbury
- K. Martin-Epstein – Hanover, Carlisle
- I. Vogel – Merrimack, Gloucester
- M. McDermott – North Andover, Newburyport

Some questions that the Trustees discussed as possible interview questions included:

- What is the Trust's mission?
- Does the Trust own land specifically or is it under the name of the community?
- What ways does the Trust encourage or assist with affordable housing development within their community?
- How is the Trust funded; what are the sources?
- How does the Trust interact with the local housing authority?

SITE VISIT – SWAMPSCOTT HOUSING AUTHORITY

The Trustees discussed the Swampscott Housing Authority. P. Kane noted that the Authority has three main properties in Swampscott with 120 units of housing. Members were curious about how they could or should interact with the Authority and if there are ways to help support it. After further discussion, the Trustees felt it would be better to get their grounding as a new Town entity first before reaching out and doing a site visit with the Authority.

NEW BUSINESS

The Trustees were curious if there are any pending or proposed projects in Swampscott that may include affordable housing (or trigger the inclusionary zoning requirement). P. Kane mentioned that while there aren't any pending projects, there is a large parcel of land at Spinale Road that's been up for sale. If that land is sold and developed into a new subdivision, it's likely to trigger the inclusionary housing requirement.

NEXT MEETING

Members then reviewed their schedules to determine timing for their next meeting as well as establish a regular meeting schedule. After a short discussion, it was agreed the next meeting would be Tuesday, November 28 and that the Trust would look at setting the fourth Tuesday of every month as the regular meeting time.

MOTION: by M. McDermott at 8:30p to close the meeting, seconded by J. Honig, unanimous.

S. Peter Kane
Director of Community Development