

AFFORDABLE HOUSING TRUST

Meeting Minutes

December 7, 2022

ATTENDEES: Steve Irish, Chair; Nancy Chapman; Ms. Curran, Ms. Howie and Ms. Wagner were all present for the meeting. Ms. Curran was participating remotely.

Additional Attendees: Shari Young, Administrative Assistant

Public Attendees:

The meeting was called to order at 6:30 pm.

Mr. Irish moved to accept the agenda, Ms. Wagner seconded the motion; a roll call vote was taken and was unanimously in favor.

Mr. Irish – yes

Ms. Wagner – yes

Ms. Chapman – yes

Ms. Curran - yes

Ms. Howie - yes

Meeting Minutes:

Mr. Irish moved to approve the meeting minutes from November 16, 2022, Ms. Chapman seconded the motion; a roll call vote was taken and was unanimously in favor. Ms. Wagner abstained from the vote.

Mr. Irish – yes

Ms. Wagner – abstained

Ms. Chapman – yes

Ms. Curran - yes

Ms. Howie - yes

DISCUSSION/VOTE: Small Repairs Grant Program (SRGP)

The AHT reviewed spreadsheet of information on all SRGP applications. Ms. Young indicated she confirmed information on the assessed value of one of the applicant's homes that had a typo. The median assessed value is noted as \$605,700 on the application.

Mr. Irish opined there are enough eligible applicants that have submitted all information/documentation that the Trust should be able to decide which applicants should receive grants.

Ms. Chapman had a question regarding an application where the name and tax bill were not necessarily the same name, i.e. the home was in a trust and it was not clear the connection between the Homeowner and the Trust. The AHT discussed the issue of Trusts and determined if the homeowner/applicant is a trustee of the trust they did not see any issues with awarding a grant if the applicant was deemed to be eligible. Research needed on those applications that are in trusts.

There was discussion about how to review those applications that are eligible and to not focus on those that are ineligible because they do not meet the parameters of the application or they did not provide all necessary information. The AHT has \$25,000 to award; with all eligible applications the amount needed to fill all requests exceeds \$32,000 so the Trust

will need to make some determinations; not all will applications will receive a grant. Ms. Young confirmed that one of the applications is a deed restricted unit. Mr. Irish said those that are deed restricted could be pulled out and funds could come from the AHT funds, but the AHT would have to vote to approve the use of those funds; this could be separate from the \$25,000 awarded from Town meeting.

Ms. Howie opined the most efficient way to approach the applications is to discuss the impression that everyone had from looking at the applications and photos and mark them as "definite" and "maybe" and revisit the "maybe" once it is determined how much money is left over and then discuss what is the highest and best use of the money.

The AHT reviewed each applicant number; Ms. Curran deferred to the rest of the Trust as she was not able to view the applications in person. The AHT used the application guidelines/criteria and examples of health and safety to discuss and rank the applications. The application states the program is for helping low to moderate income residents make essential repairs and modifications to their homes for health and safety reasons.

Mr. Irish reminded everyone there is not enough money to approve all the applications. There was discussion if an applicant is not approved for this go around if those applicants are barred from submitted again in the future; no, the applicants are not barred, but they would have to provide updated information. There may not be another round for up to 2 years.

Ms. Chapman questioned whether funds should be held for those applicants that could not be funded in this round and earmark them for the next round, or should those applicants just get a denial letter and say they are welcome to re-apply in the future. The AHT said they would not hold funds or prioritize those applications that were not able to be funded this round because they do not know when the next round of funding will be available. The AHT did agree an applicant would need resubmitted all required information in future funding round.

The AHT discussed several applications with repairs needed for shingles of homes and agreed those were low priority repairs.

The AHT reviewed several times how much money each application was requesting for the grant and the funds that were available. There were 6 applications that all members agreed on; 5 are requesting \$3,500 and 1 at \$3,000. There was discussion about how much money should be awarded to the applicants; AHT determined they would honor the grant amount requested in the application, but nothing would be more than the maximum of \$3,500.

There was discussion that the AHT did not want to get into the details of what kind of materials and supplies applicants were submitting. AHT is not going to say what kind of windows, faucets, tiles, etc. should be used.

Ms. Wagner also discussed the income, assessed home value, etc. as means for determining need all the information provided on the application.

The AHT was holding decisions on some applications that came in as Trusts. AHT members will relook at applications and do some research to verify the names provided.

There was discussion that a grant could be awarded for less money than the grant amount being requested and more people could be helped. AHT members opined several applications could maybe receive less money than what was requested. AHT members needed to re-look at the pictures and applications and meet again to discuss those applications that had some split opinions on.

Ms. Curran moved to support applicants #1, 6, 10, 12 and 18 as submitted and #4 with verification of trust information for the Small Grant Award as submitted through the Small Grant Awards Process. Ms. Wagner seconded the motion; a roll call vote was taken and was unanimously in favor.

Mr. Irish – yes
Ms. Wagner – yes
Ms. Chapman – yes
Ms. Curran - yes
Ms. Howie - yes

With applications approved as mentioned and with verification of applicant #4 the trust has awarded \$20,500, there is essentially one more grant the AHT could award or the AHT could split the \$4,500 divided among other applications submitted.

There will have to be a vote for the last grant or to divide the remaining amount for other applicants. The AHT will revisit applications 9, 11, 20 and 13; members will re-look at photos, application and estimates in preparation for the next meeting.

The AHT discussed that a check will only be issued for the amount of the invoice submitted by the applicant, if the grant amount awarded is greater than the invoice only the amount of the invoice will be paid.

Next meeting AHT will discuss applications in question 9, 11, 20,13 and 16.

Next meeting will be on Monday December 19th.

There was discussion about the award letters, etc. and who the contact information will be. All contact information will be same as it was for the application with the AHT email address and phone numbers. The Trust will review letters again at next meeting.

Ms. Wagner made a motion to adjourn. Ms. Chapman seconded the motion; a roll call vote was taken and was unanimously in favor.

Mr. Irish – yes
Ms. Wagner – yes
Ms. Chapman – yes
Ms. Curran - yes
Ms. Howie – yes

Adjourned at 7:50 pm.

Submitted by: Shari Moak Young

Approved: January 18, 2023

