

AFFORDABLE HOUSING TRUST

Meeting Minutes

December 19, 2022

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

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. Curran seconded the motion; a vote was taken and was unanimously in favor.

DISCUSSION/VOTE: Small Repairs Grant Program (SRGP)

Mr. Irish indicated this meeting was to discuss several applications that members felt they needed to relook at prior to deciding on if a SRGP grant should be awarded. The ATH discussed several applications they had questions or concerns on from the last meeting; applications 9, 11, 12, 12, 20, 13 and 4 regarding Trusts. It was verified through the deed and other documents that the applicants/homeowners are the trustees of the trust for application 4. No other new information regarding Trust for application 9 and 13 was provided. Ms. Chapman reiterated that the homeowner has to be the applicant. The AHT discussed the few applications that were in Trusts and opined there were no issues.

The remaining funds that have not been committed to for the Trust to award was \$4,500. The AHT reviewed their rankings of the outstanding applications and prioritized them by health and safety needs. There was discussion about giving partial grants so that more people could receive them and provide a portion of the funds from information provided in the estimates. The AHT discussed and categorized applications as exterior versus interior work needed.

Mr. Irish suggested providing a partial award of \$1,600 to one of the applicants to fund a portion of their repair based on the estimate provided and then fund a second application at their full request amount and would use the balance of the funding available. The AHT discussed two applications which both had interior issues and the income on the applications was on the lower side of those submitted. Ms. Howie was not fully on board with the application requiring the plumbing and the appliance and thought the AHT should only fund a portion of the estimate provided. The AHT would then have some additional funds available to fund another application. The Trust continued their discussion and decided the application was a modification and should be fully funded for the amount requested on the application. There was discussion about going to back to applicants for more information than what was provided with the application, but the AHT determined the application asked for a certain amount of information if it was not stringent enough to provide information to the AHT to make decisions then the application would have to be changed for the next round of funding; the AHT would not be going back to applicants for further information at this point.

The AHT decided to split the remaining funds across two applicants one for \$1,600 and the other for \$2,867 which uses all the funds; total awarded is \$24,967.00. Funds are not distributed until the applicants provide invoices and proof the work has been completed.

Ms. Chapman moved to approve applicant #20 for \$2,867 and applicant #11 for \$1,600, Ms. Wagner seconded the motion; the vote was unanimously in favor.

There was discussion about the application requesting stairs to be built off the deck for a 2nd egress. The AHT determined that if the building was built to code there would be a 2nd means of egress and if the deck was high enough code would have required stairs down. The AHT opined it was not necessarily a safety or health issue, but was a nice to have at this time.

The AHT discussed the letters that would be sent to applicants, there may need to be modification in the language provided in the template from Ms. Sunnarborg. Letters would be sent to all applicants either awarding the grant, letting them know they were not selected because of the parameters of the application, application was not complete or there was overwhelming response at this time.

There was discussion about the contact person in the letter and it was determined that Ms. Young would be the first contact at the Town Hall and then provide information to the applicant or get them in touch with a member of the AHT if necessary. The date of the award was discussed and determined it would be noted as December 31, 2023, that is the date the work needs to be completed.

There was discussion if the applicant is required to use the contractor that was submitted with the application and the AHT said it does not, but the contractor that ultimately does the work has to fill out a W-9 form in order to be paid.

Mr. Irish made a motion to adjourn. Ms. Wagner seconded the motion; a vote was taken and was unanimously in favor.

Adjourned at 7:39 pm.

Submitted by: Shari Moak Young

Approved: January 18, 2023