**AFFORDABLE HOUSING TRUST**

Meeting Minutes

August 29, 2018 – 6:30 pm

Library – Local History Room

**Present**: Nancy Chapman, Barbara Cox, Stephen Irish (Chair), Ruth Wagner, Maura Curran (7pm)

Meeting was called to order at 6:30 p.m. *Ms. Curran entered at 7 pm.*

**Acceptance of Agenda:** A MOTION was made by Mr. Irish to accept the agenda; Seconded by Ms. Wagner; All in Favor (4:0)

**Acceptance of July 18, 2018 and August 9, 2018 minutes:** A MOTION was made by Mr. Irish to accept the minutes as written; Seconded by Ms. Chapman; All in Favor (4/0)

**Update on current AHT balance** – Mr. Irish said that the Trust balance is currently $949,811.20, with $600,000 pledged for Lawson Green Apartments, leaving an actual balance of $349,000. This does not include the money they will recoup from the sale of 11 Nelson Road.

**Update on 11 Nelson Road: Repairs, Cleaning, Purchase & Sale Deadlines, etc**. – Ms. Cox updated the Board on the purchase and sale: she sent DHCD the letter of approval from the mortgage company, the appraisal and the signed P&S with the deed rider indicating affordability in perpetuity. The closing is September 28th.

Ms. Cox also noted that the repairs are proceeding on schedule and the refrigerator has been installed and there were no electrical issues.

Mr. Irish explained that the issues with the first roof contractor were related to Town rules of prevailing wage. He has found another contractor to do the work. Prevailing wage also affected hiring someone to do the painting; Mr. Irish is painting the house.

Ms. Chapman discussed an issue regarding conflict of interest because she works with the applicant. She has checked with the State Board and confirmed that she could be fair and impartial. They asked her to fill out a form and submit it, which she did. Ms. Chapman was eager to get this on the record in case there was ever a question in the future.

The Board also discussed scheduling and facilitating a cleaning day and whether or not the Town DPW could trim the trees at the house since it is Town owned.

**Update on possible CPC fund request, purpose and amount for October 1st deadline; Discuss/select Board member/s to complete application and present to CPC** – Mr. Irish explained that he and Ms. Chapman met with Brad Washburn, Director of Planning & Development and Gary Meyerson, Chair of CPC to discuss the CPC application process. Mr. Irish suggested to the Board that they agree on a minimal balance that they would like to keep in the Trust and said he would like it to be $500,000.

Ms. Chapman said that Mr. Washburn suggested that they look at Easton which has a very successful Trust.

Ms. Cox said that, in the beginning, they started with $1.5M and were not awarded money on an annual basis due to lack of activity. The Board agreed that it has been active in the last two years and can point to specific projects, primarily Lawson Green. If they had not been well funded, they could not have contributed to that project. They have also offered two affordable homes in the past year.

Ms. Curran said that, in her view, they do not need to go to the CPC with a specific plan. She suggested that their presentation focus on their goals and the types of projects they want to endorse and that they are going to be partnering with Town departments. They need seed money to be able to support projects that may come up. Partnering, supporting and advocating are the key words.

Ms. Curran suggested the project name: “To Replenish the Funds of the Affordable Housing Trust”.

Ms. Curran would like everyone to come up with goals for the application to discuss at the next meeting on September 19th. They can site the vacant lot and the idea of supplementing a developer’s costs to build an affordable house. The Board also discussed the house on Kent Street that was recently demolished and the current senior center as possible sites. Ms. Curran mentioned the possibility of partnering with Father Bill’s for a future project and cited federal grants that may be available for veteran housing.

Ms. Chapman said that the Housing Production Plan has a lot of goals that they could draw from and will review it again prior to the next meeting.

Mr. Meyerson suggested that they highlight their expenditures to show they are good stewards of the funds. They will need to do some research before the next meeting to confirm how much they started with.

There was additional discussion about hiring a part time housing consultant who could attend Town meetings and look for opportunities or work with the planning department to identify projects; creating a marketing piece to educate the public on affordable housing opportunities and goals.

There were no walk-ins.

A motion to adjourn was made at 7:50 pm; all in favor.

*Submitted by:*

*Mary Sprague, Administrative Assistant*