

# Town of Georgetown

Affordable Housing Trust  
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## **Meeting Minutes Affordable Housing Task Force February 6<sup>th</sup>, 2013 7pm, 3<sup>rd</sup> Floor Meeting Room**

**Present:** Paul Nelson, Trust Member  
Chuck Keilty, Trust Member  
Howard Snyder, Trust Agent

Shawn McGee, Task Force Member  
Frank Popoulo, Task Force Member

**Meeting Opens** at 7:07pm.

### **Approval of Minutes:**

#### **1. November 20<sup>th</sup>, 2012.**

Mr. McGee - **Motion** to approve minutes of November 20<sup>th</sup>, 2012 as presented.

Mr. Nelson – **Second.**

**Motion Carries: 3-0; Unam..**

### **Old Business:**

#### **1. Rental Subsidy Program:**

Mr. Snyder - {Discussion on information distributed to Trust and Task Force by Agent.}

Mr. Nelson – Has there been work and progress made on the structure and template?

Mr. Keilty – What are the criteria for CORI?

Mr. Popoulo – To inform. Should this be part of our criteria in reviewing an application?

Mr. Nelson – We have a chance to evaluate the criteria with the program description and evaluate it over the first year.

{Agent outlines the program as described in the distributed materials}

Mr. Keilty – The program's structures are provided by Coastal Homebuyer.

Agent – I believe the selection process should be 90 days instead of the 60 days noted in the program description.

Mr. McGee – 90 days seems more logical.

Mr. Nelson – 90 days or end when the application limit is met. Note at the bottom of the page; if applicant’s needs changes and needs less it would free up funds.

Mr. McGee – A change such as a pay increase.

Mr. Nelson – We will look at gross income. What about an applicant with many bills.

Mr. Popoulo – Same as financial institution would look for.

Mr. Nelson – I question the open meetings. Isn’t there going to be a stigma for those who attend the meeting that is open to the public?

{Brief discussion of need for applicants to attend meeting }

Agent: The subsidy will be checked every three months with the scheduled review. I believe the household member term should be written into the bullet points on the flyer.

Mr. Keilty – The flyer to be marketed for Georgetown residents.

Mr. Nelson – With the rental assistance application, why two spots to note proof of previous or current rental assistance?

Mr. Popoulo – I have a question regarding using the term and asking about race on the form. Do we need to provide an affirmative action plan? We should make it optional for the applicant to enter that information, similar to the way it is written on government forms.

Mr. McGee – The loans I work with show it as optional. Part of a government monitoring process and purpose.

Mr. Keilty – We should keep it in and just add the notation that it is optional to answer.

Mr. Popoulo – Bring in all payroll records of the previous quarter and just not the last two. The applicant may be a seasonal worker with payrolls that fluctuate.

Mr. McGee – What about the W-2’s? We should request they be provided from the last year or two.

Mr. Keilty – Review should be more than the previous year so we have the best understanding of the applicant’s annual income.

Mr. McGee – On page 4. The w-2 if self-employed. Ask for all applicants.

Mr. Nelson – The contract, at the bottom. The word “Participation”.

{Discussion on set subsidy when application approved and then with quarterly review. }

Mr. Nelson – FMR’s calibrated on monthly basis. Quarterly helps us and the applicants.

**2. CPC Funding:**

{Agent introduces powerpoint presentations of the two programs to request CPC funding. Distributes hard copy version of presentation. Requests comments so changes can be made in time for the February CPC meeting }

Mr. Nelson – {Presents powerpoint presentation on rental subsidy program. }

Mr. McGee - **Motion** to adjourn.

Mr. Nelson – **Second.**

**Motion carries; 4-0; Unam..**

**Adjournment** at 8:46pm.