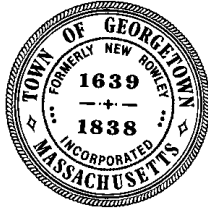


Town of Georgetown

Affordable Housing Trust
Tel. (978) 352-5713



Georgetown, MA 01833
Fax. (978) 352-5725

Meeting Minutes **July 18th, 2012** **Town Hall** **7pm, 3rd Floor Meeting Room**

Present: Charles Waters, Chairperson
C. David Surface, Member
Paul Nelson, Member
Howard Snyder, Town Planner and Trust Agent

Absent: Tim Gerraughty, Member
Philip Trapani, Member

Meeting Opens at 7:15pm.

Approval of Minutes:

- June 27th, 2012:**
Mr. Surface – **Motion** to approve Minutes as presented.
Mr. Waters – **Second**.
Motion Carries: 4-0; Unam..

Correspondence:

- Town of Georgetown – Council on Aging:**
Mr. Snyder – Discusses letter from Council on Aging regarding current assistance programs they operate.

Old Business:

- Martha Solish:**
Mr. Snyder – {In response to the letter from the Council on Aging, AHT Agent presents letter from Martha Solish outlining draft Consulting Agreement.}

Mr. Waters – This meeting now needs to discuss the presented agreement and the purpose of Martha Solish's involvement with the Trust.

Mr. Nelson – Thought she may serve more as a monitor.

Mr. Waters – There is a difficulty in establishing a rental subsidy program. Ms. Solish has experience in funding sources. Will take her know how and experience of the issues and apply in order to get the program up and operational. Establish program with her breath of professionalism and knowledge base.

Mr. Nelson – my preference is to have her engaged from the beginning.

Mr. Surface – We need to pass the contract thru legal counsel. I request that some addition be made into the contract for hours worked. A pro-rated adjustment clause carries to term as there is no guarantee of the full contract amount.

Mr. Waters – We also need to request a timesheet be a requirement, submitted on a bi-weekly basis with a description of work and an invoice. I believe the trust finds the fee proposal generally agreeable but we need to pass on to legal counsel to ensure the Trust and Town are protected.

Mr. Nelson – The contract needs to define out-of-pocket expenses, meeting attendance. Possibly outline a flat fee of meeting attendance. Travel time for meetings with the Trust not to be included.

Mr. Surface – Legal counsel to review indemnification.

Mr. Snyder – I will ask Martha to revise the contract.

Correspondence:

2. Vouchers:

Mr. Surface – **Motion** to approve invoices from Kopelman and Paige as presented.

Mr. Nelson – **Second.**

Motion Carries: 3-0;Unam..

Mr. Surface – **Motion** to approve invoice from Tewksbury Housing Authority as presented.

Mr. Nelson – **Second.**

Motion Carries: 3-0;Unam..

Old Business:

1. AHT Coordination with Boards and Commissions:

Mr. Waters – Made a presentation to the ZBA on July 10th. It was a good meeting and the time was well spent. Tim will be handling Planning, I will take the CPC when Harry requests annual meeting, Tim will take care of FinCom in Fall.

2. 4 True Lane:

Mr. Snyder – Trust needs to determine the amount of the buy down through final agreement on the totals for capital improvements and loan agreement for the property. {Discussion determines a capital improvement cost of \$3,500 and repayment amount of loan in the amount of \$6,892.}

3. 201 Central Street:

Mr. Snyder – The purchase and sale agreement is established and both parties have signed. DHCD is still waiting for the loan commitment letter from the buyer.

Mr. Surface - The buy down needs to be clarified. I believe the \$105,000 remains.

Mr. Surface – **Motion** to adjourn.

Mr. Nelson – **Second.**

Motion carries; 3-0; Unam..

Adjournment at 8:40pm.