

Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust
 Meeting Purpose: Organization & general business meeting
 Facilitator: Ken Picard to organize the committee and provide 1st meeting notice and agenda
 Date // Time // Location: Monday, 27 October 2014 // 6:00PM // Upton Town Hall, Conference Room G07
 Meeting Number: #1- 2014.10
 Members Present: Amanda Graham, Dick Desjardins, Bob Fleming, Ken Picard, Jim Brochu
 Minutes Status: **Approved on Monday, 01 December 2014**

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call meeting to order / review the agenda	Facilitator	The meetings was called to order at 6:00 PM The agenda was reviewed and approved.	Informational
Approval of previous meeting minutes	N/A	None	Informational
Elect a chairperson for the committee	Facilitator	Bob Fleming motioned to elect Jim Brochu as chair. The motion was second by Dick Desjardins. The motion was voted, the motion passed 5 - 0.	Informational
Elect a vice-chairperson for the committee	Elected Chair	Dick Desjardins motioned to elect Amanda Graham as vice-chair. The motion was second by Ken Picard. The motion was voted, the motion passed 5 - 0.	Informational
Elect a clerk for the committee	Elected Chair	Dick Desjardins motioned to elect Ken Picard as clerk. The motion was second by Amanda Graham. The motion was voted, the motion passed 5 - 0.	Informational

<p>Review Affordable Housing Trust Documentation</p>	<p>Ken Picard</p>	<p>1. Town of Upton, General By-Law, Chapter 23, Upton Affordable Housing Trust http://uptonma.vt-s.net/Pages/UptonMA_webdocs/townbylaw/generalbylaws</p> <p>2. Upton's Affordable Housing Production Plan http://www.cmrpc.org/sites/default/files/Documents/CDAP/Doc_resources/Upton%20HPP%20approved%20final.pdf</p>	<p>Ken will contact Trish Settles of the CMRPC and request that she attend a future meeting to discuss opportunities.</p>
<p>Request for CPA funds</p>	<p>Elected Chair</p>	<p>Bob recommended that the Trust request \$200k from the CPA affordable housing account at the upcoming Special Town Meeting being held on Tuesday, 18 November 2014. Bob's reasoning was that the requested amount is approximately half of the balance available and the amount was reasonably large enough to perform action if an opportunity arises. As the Trust moves forward an annual transfer of an amount to be determined could be made annually from the CPA affordable housing account to the Trust.</p> <p>Bob motioned that a warrant article be generated for the STM to be held on 18 November 2014; said article is to request the transfer of \$200k from the CPA affordable housing account to the Upton Affordable Trust. The motion was seconded by Ken. The motion was voted, the motion passed 5 – 0.</p>	<p>Jim will notify the CPC chair of the AHT intentions.</p> <p>Ken and Amanda will attend the CPC public hearing scheduled for Wednesday, 05 November 2014.</p>
<p>Other topics not reasonably anticipated</p>	<p>Elected Chair</p>	<p>None</p>	<p>Informational</p>
<p>Next meeting look ahead</p> <ul style="list-style-type: none"> • Location • Date & Time • Topics 	<p>Elected Clerk</p>	<p>Upton Town Hall, Conference Room G07 Monday, 01 December 2014 // 6:00PM Possible meeting with CMRPC representative to discuss affordable housing opportunities.</p>	<p>Jim will generate an agenda.</p> <p>Ken will post a meeting notice with the Town Clerk.</p>
<p>Adjourn the Meeting</p>	<p>Elected Chair</p>	<p>The meeting was adjourned at 6:37PM.</p>	<p>Informational</p>