

Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust
 Meeting Purpose: General Business Meeting
 Chairman: Jim Brochu
 Date, Time, Location: Monday, 01 December 2014 // Upton Town Hall, Selectman's Conference Room, 1st Floor // 6:00PM
 Meeting Number: #2-2014.12
 Members Present: Amanda Graham, Dick Desjardins, Bob Fleming, Ken Picard, Jim Brochu
 Minutes Status: **Approved**

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Chairman	The meeting was called to order at 6:00pm. The agenda was reviewed and approved.	Informational
Approval of Previous Meeting Minutes	Chairman	A motion was made to approve the minutes of meeting #1-2014.11 as submitted. The motion was seconded. The motion was voted, the motion passed 5-0.	Ken will submit approved meeting minutes to the Town Clerk.
Discuss and review CPC and Town Meeting action	Chairman	Jim reviewed the action of the governing body at the Special Town Meeting; approving the transfer of \$200,000 from the CPA affordable housing account to the Affordable Housing Trust contingent on a grant agreement between the CPC and the AFT.	Informational
Provide overview of CMRPC training session on affordable housing trusts	Desjardins	The training session was rescheduled for Tuesday, 09 December 2014. Dick is still planning on attending the training session and providing an overview to the other trust members.	Informational
Grant Trust Agreement creation process	Chairman	The membership had a round table discussion about starting the process of developing a Grant Trust Agreement. The membership discussed using monies within the transferred funding to pay a professional to develop the Grant Trust Agreement. A motion was made to have Town Counsel present a budget cost to develop a draft Grant Trust Agreement and to develop a draft Grant Trust Agreement for the membership to discuss. The motion was seconded. The motion was voted, the motion passed 5-0.	Jim to contact Town Counsel and request a budget cost for the development of a Grant Trust Agreement.

<p>Discuss Monday, 12 January 2015 meeting agenda for invited guests</p>	<p>Chairman</p>	<p>The membership had a round table discussion about the importance of educating themselves and other town boards and committees about how the Affordable Housing Trust funds could be used.</p> <p>The membership decided to invite the Zoning Board of Appeals, Planning Board, Finance Committee, and the Community Preservation Committee to the upcoming forum.</p>	<p>Jim to confirm meeting with CMRPC and the other invited guests.</p> <p>Ken to confirm the availability of the Little Town Hall meeting room.</p>
<p>Other Topics Not Reasonably Anticipated</p>	<p>Chairman</p>	<p>Amanda recommended we discuss with Habitat for Humanity their role as promoters of affordable housing.</p>	<p>Amanda will contact Habitat for Humanity and find out their availability.</p>
<p>Next Meeting Look Ahead</p> <ul style="list-style-type: none"> • Location • Date & Time • Topics 	<p>Chairman</p>	<p>Upton Town Hall, 2nd Floor, Little Town Hall Conference Room Monday, 12 January 2016 / / 6:00PM Meeting with CMRPC representative to discuss affordable housing opportunities.</p>	<p>Jim will generate an agenda and forward to Ken.</p> <p>Ken will post a meeting notice with the Town Clerk.</p> <p>Ken will forward a minute's worksheet to the membership.</p>
<p>Adjourn the Meeting</p>	<p>Chairman</p>	<p>The meeting was adjourned at 6:40pm.</p>	<p>Informational</p> <p>Ken will submit draft meeting minutes to Town Clerk.</p>