

Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust
 Meeting Purpose: General Business Meeting
 Chairman: Jim Brochu
 Date, Time, Location: Wednesday, 12 August 2015 // Upton Town Hall, Selectman's Conference Room // 6:00PM
 Meeting Number: #5-2015.08
 Members Present: Amanda Graham, Dick Desjardins, Karen Itinarelli, Ken Picard, Richard Whitehouse, Jim Brochu
 Minutes Status: **Approved**

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Chairman	<p>The meetings was called to order at 6:00pm</p> <p>The agenda was reviewed and approved.</p>	Informational
Welcome New Member	Jim	<p>Jim welcomed Richard Whitehouse to the team. Jim informed the team that he would be stepping down as a member of the committee due to the fact that the by-law specifies the Trust shall be comprised of five Trustees.</p>	Informational
Reorganization	Ken	<p>Ken gave a brief explanation of the process to appoint a new chair and vice chair.</p> <p>A motion was made to appoint Amanda Graham as chair, The motion was seconded. The motion was voted. The motion was approved 5 – 0.</p> <p>Amanda took control of the meeting.</p> <p>A motion was made to appoint Dick Desjardins as vice-chair. The motion was seconded. The motion was voted. The motion was approved 5 – 0.</p>	<p>Ken will submit the information to the Town Clerk and request that the Town web site be updated.</p>
Approval of Previous Meeting Minutes	Amanda	<p>An electronic version of the previous meeting minutes (#4-2015.07) were not received by the Trustees and therefore were not reviewed. Corrective action will be taken. Review, comment, and approval will take place at the next meeting.</p>	<p>Ken will submit draft meeting minutes to the committee for review.</p>
Grant Trust Agreement	Jim	<p>Jim updated the Trustees on the status of the trust agreement between the Affordable Housing Trust (AHT) and the Community Preservation Committee (CPC). The document has been edited as recommended and approved. The document is ready for signature.</p> <p>The Trustees signed the document.</p>	<p>Jim will forward the document to the Town Manager and the CPC.</p>

Affordable Housing Administrator	Jim	<p>As chair Jim had reached out to the Town of Hopedale's Administrative Assistant and inquired about shared opportunities. Jim was informed that the Town of Hopedale does not have an affordable housing administrator.</p> <p>The Trustees discussed reaching out to another town to inquire about shared opportunities. The committee thought that Westborough should be the next town to ask.</p>	Amanda will reach out to the Town of Westborough.
Potential Housing Project Update	Ken	<p>Ken provided a very limited update on a tentative housing development project located on the top of Hartford Ave North, formally know as Noble Vista. Ken recommended that the Trustees forward a letter to the Board of Selectmen requesting that the project include 10% affordable housing either on or off site. The Trustees agreed that a letter should be sent.</p> <p>Ken informed the Trustees that the Town owns one buildable lot on Orchard Street and recommends that the Trustees forward a letter to the Board of Selectmen requesting that the Board of Selectmen donate the land to Habitat for Humanity for affordable housing development. The Trustees agreed that a letter should be sent.</p> <p>Ken discussed abandoned properties within the community and the opportunity that they present for future affordable housing opportunities.</p>	Amanda will create the two letters and Dick will proof read and edit. Once the letters have been edited, Amanda will forward to the BoS.
Other Topics Not Reasonably Anticipated	Amanda	<p>The Trustees shared telephone numbers.</p> <ul style="list-style-type: none"> • Karen I. 508.529.6912 home / 508.259.0785 cell • Rich W. 508.922.9161 cell • Dick D. 508.272.8377 cell • Amanda G. 508.776.7877 cell • Ken P. 508.400.0680 	Informational
<p>Next Meeting Look Ahead</p> <ul style="list-style-type: none"> • Location • Date & Time • Topics 	Amanda	<p>Upton Town Hall / Ground Floor Conference Room Monday, 21 September 2015 at 6:00PM T/B/D</p>	<p>Amanda will generate an agenda.</p> <p>Ken will post a meeting notice with the Town Clerk and reserve the conference room.</p>
Adjourn the Meeting	Chairman	The meeting was adjourned at 6:45pm.	Informational