

**Municipal Affordable Housing Trust Fund (MAHTF)
Meeting Minutes – September 10, 2014**

Attendance: Mary Antes; Stephen Greenbaum; Kevin Murphy; Brian O’Herlihy; Armine Roat; and Susan Weinstein.

Absent: Jacqueline Ducharme

Others in attendance: Mark Lanza, Town Counsel.

Open Meeting: M. Antes called the meeting to order at 7:40 P.M. at the Wayland Town Building. B. O’Herlihy agreed to keep the minutes of the meeting.

Public Comment: None.

Previous Minutes: Not Applicable.

Materials Distributed: Draft Declaration of Trust – Town of Wayland, Municipal Affordable Housing Trust Fund.

Notes:

- 1) M. Lanza briefed the Trustees on the legal status and role of the MAHTF as well as the role of the Trustees in managing the affairs of the MAHTF and responded to questions posed by the Trustees.
- 2) M. Lanza reviewed the draft Declaration of Trust – Town of Wayland, Municipal Affordable Housing Trust Fund (“Declaration of Trust”) with the Trustees and responded to questions posed by the Trustees. In M. Lanza’s opinion, a number of the questions posed by the Trustees require clarification in the Declaration of Trust and he agreed to edit the document and provide the Trustees with clean and redlined copies for their review at the next scheduled MAHTF meeting.
- 3) M. Lanza provided the Trustees with his input on a number operating issues including, but not limited to, (i) securing a separate tax identification number for the MAHTF to facilitate opening one or more investment accounts; (ii) confirming with the Assistant Town Administrator that the Trustees would be covered under the Town of Wayland’s insurance policies provided by MIIA – if not, suggested having the MAHTF secure its own insurance coverage; (iii) adoption of by-laws that serve to provide the Trustees with a framework for governance; and (iv) opportunities to secure partial funding from the Community Preservation Fund.
- 4) The Trustees discussed the selection of a Chair, Vice Chair and Clerk and, following such discussion the following motions were moved and approved:
 - a) K. Murphy moved that M. Antes serve as Chair. S. Weinstein seconded. Motion approved 6-0.

- b) S. Weinstein moved that S. Greenbaum serve as Vice Chair. K. Murphy seconded. Motion approved 6-0.
 - c) S. Weinstein moved that B. O’Herlihy serve as Clerk. K. Murphy seconded. Motion approved 6-0.
- 5) The Trustees set the next meeting for Wednesday, September 17, 2014 at 7:30 P.M. at the Wayland Town Building with the primary purpose for the meeting being the review of the revised Declaration of Trust and, if it meets with the approval of the Trustees, execution of such document and authorizing M. Lanza to have the document recorded at the Middlesex South Registry of Deeds and with the Wayland Town Clerk.

M. Antes agreed to post the meeting date/time and agenda.

Adjourn: S. Weinstein moved to adjourn the meeting at approximately 9:10 P.M. K. Murphy seconded. Motion approved 6-0.

Respectfully submitted,

Brian T. O’Herlihy