

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes—April 6, 2016

Wayland Town Building

Attendance: Mary Antes; Jacqueline Ducharme; Stephen Greenbaum; Kevin Murphy; Brian O’Herlihy; Jennifer Steel; Susan Weinstein

Materials Distributed:

- Draft March 2, 2016 minutes
- Agenda for April 6, 2016 meeting
- Financial Statement as of March 31, 2016
- Letter of engagement to Brian Keveny from Melanson Heath, offering auditing services for the MAHTF
- Draft Guidelines for Purchasing Existing Homes

Open Meeting: Mary Antes called the meeting to order at 7:35 PM

Public Comment: None

Notes:

1. Brian O’Herlihy provided the Treasurer’s report which included:
 - i. A review of the MAHTF financial statement (unaudited) as of March 31, 2016
 - ii. A discussion by the Trustees regarding Melanson Heath’s letter of engagement offering auditing services to the MAHTF. Susan Weinstein moved to authorize Brian O’Herlihy to approve auditing services. Jennifer Steel seconded the motion. The motion was approved unanimously (7-0)
2. The March 2, 2016 minutes were reviewed. Brian O’Herlihy moved the minutes be approved as amended. Stephen Greenbaum seconded the motion. Motion approved unanimously (6-0).
3. The Trustees reviewed the draft goals/ objectives from the March 2, 2016 meeting and made some revisions
 - i. Kevin Murphy agreed to take the lead to introduce/ amend By-laws to support Affordable Housing (i.e. accessory apartment).
 - ii. The Trustees decided to separate a previously combined goal and add an objective into three distinct areas:

- a. Exploring potential for additional units at Town Center: Kevin Murphy will take the lead, Jennifer Steel and Mary Antes will assist.
 - b. Explore ways to assist the River's Edge Project: Mary Antes will take the lead in this objective; Jennifer Steel and Kevin Murphy will assist.
 - c. Explore potential units at 151 Main Street: Kevin Murphy will take the lead; Brian O'Herlihy will assist
4. Jennifer Steel reviewed Wayland's 2015 draft Housing Production Plan, to help develop a housing needs assessment, for this committee. This Housing Production Plan is to be completed by Sarkis Sarkisian, Town Planner.
- i. Jennifer Steel found The Wayland Housing Production Plan required significant work before it was completed and ready to submit to the state.
 - a. These plans need to be certified and approved by the state
 - ii. Jennifer Steel asked if MAHTF would be willing to contribute toward the completion of this plan.
 - a. Jennifer Steel had spoken to Karen Sunnarborg, who has a great deal of experience in completing housing productions plans
 - It is possible she would be willing to work with Sarkis Sarkisian on completing the Housing Production Plan.
 - iii. The Board of Selectmen (BOS) have oversight over the Town Planner; given this, the Town should provide needed funds to ensure this plan is completed.

ACTION: Mary Antes will discuss with Nan Balmer, Town Administrator, to ensure this plan be completed.

ACTION: Jennifer Steel to explore with Karen Sunnarborg the possibility of working on this plan.

ACTION: Jennifer Steel will review materials, consider housing demands, demographics and work on providing a brief summary of needs and recommendations for this committee.

5. Stephen Greenbaum and Jacqueline Ducharme presented their "Guidelines for Purchasing Existing Homes."
- i. The Trustees did not want to establish an Executive Committee that would be authorized to make an offer on a property.
 - a. The Trustees would convene a meeting to authorize the purchase of a property.

ACTION: Mary Antes to invite Liz Rust to further discuss purchasing homes

6. Jennifer Steel moved that the meeting be adjourned at 9:21. Brian O'Herlihy seconded the motion. Motion passed (7-0)

Respectfully Submitted,

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Jacqueline Ducharme