

**Municipal Affordable Housing Trust Fund (MAHTF)
Meeting Minutes – September 7, 2016**

Attendance: Mary Antes; Stephen Greenbaum; Kevin Murphy (arrived at 7:40 PM); Brian O’Herlihy; Michael Staiti; Jennifer Steel; and Susan Weinstein.

Others in attendance: Nan Balmer, Town Administrator – Town of Wayland.

Open Meeting: M. Antes called the meeting to order at 7:30 P.M. at the Wayland Town Building. B. O’Herlihy agreed to keep the minutes of the meeting.

Public Comment: None.

Previous Minutes: July 6, 2016.

Materials Discussed/Distributed: MAHTF financial statements (unaudited) as of August 31, 2016; MAHTF draft audited annual financial statements for the fiscal years ended June 30, 2016 and 2015; draft insert for the Town’s Annual Report; email from the Massachusetts Housing Partnership regarding recent changes to the Municipal Affordable Housing Trust statute; Town assessment information for property on Old Sudbury Road; affordable housing strategy brochure produced by the City of Newton.

Notes:

- 1) N. Balmer, Town Administrator – Town of Wayland, attended the meeting to follow up on the matters discussed in her memo dated 7/6/16 (which was read to the Trustees at its meeting on 7/6/16). N. Balmer provided more details on her recommendation for the evaluation of planning and administration of the Town’s affordable housing programs and updated the Trustees on K. Sunnarborg’s review of the administration of affordable housing matters in Wayland, including interviews that had taken place in connection with her review. A report is expected to be delivered in October 2016 and N. Balmer indicated she would share the report with the various Town housing boards and committees. N. Balmer indicated that among the areas being reviewed by the consultant are the appropriate roles for the Housing Partnership and Trust and recommended staffing to ensure proper coordination of affordable housing related matters. J. Steel suggested that public input be sought prior to any significant structural changes to the various Town boards and committees with responsibilities for affordable housing.

- 2) M. Antes provided the Trustees with Town assessment information for a property located on Old Sudbury Road which is being evaluated for acquisition by the Town’s Department of Public Works given its proximity to one of the Town’s water wells and pumping station and suggested the Trustees might want to evaluate whether or not the existing house, or a portion of the site, could be used for affordable housing. M. Staiti indicated that he had evaluated the site for development of a new single family house and determined it would be difficult given proximity to wetlands, lack of upland and need for new septic system and also indicated the existing house was in significant disrepair. He agreed to evaluate the financial feasibility of using a portion of the site for the construction of a cluster of affordable housing units in the event the Conservation Commission were open to issuing set back and other variances needed to build on the site and install a new septic system. He wasn’t overly optimistic that this site was a viable location for new affordable housing.

- 3) The Trustees also had a brief discussion regarding tax title properties and asked N. Balmer to have the Town's Treasurer/Collector keep the Trustees informed of properties that the Town planned to institute foreclosure proceedings on so that the properties might be evaluated for affordable housing uses.
- 4) The Trustees reviewed the draft minutes for the meeting held on July 6, 2016. S. Weinstein moved approval of the minutes. S. Greenbaum seconded. Motion approved 6-0-1. M. Antes asked the Trustees if anyone wanted to volunteer to be Secretary of the Trust and, if not, indicated that future minutes could be kept by the Trustees on a rotating basis. The Trustees agreed to take up the issue at the Trust's next meeting.
- 5) B. O'Herlihy provided the report of the Treasurer which included a review of the MAHTF financial statements (unaudited) as of August 31, 2016 and a review of the draft annual audited financial statements for the fiscal years ended June 30, 2016 and 2015. After a brief discussion, S. Weinstein moved that the Trustees approve the draft audited financial statements for the fiscal years ended June 30, 2016 and 2015, as presented by the Treasurer, for issuance. J. Steel seconded. Motion approved 7-0.
- 6) S. Weinstein provided an update on the status of the Trust's web site design and the Trustees discussed whether or not the Trust should maintain its own web site or to use the Town's web site. After a brief discussion, the Trustees decided that for now it made sense to use the Town's web site. S. Weinstein will talk to M. DiNapoli, who maintains the Town's web site, to see what latitude the Trust has to make changes to its web page on the Town's web site and will report back at the Trust's next meeting.
- 7) M. Antes provided the Trustees with a draft insert for the Town's Annual Report and indicated that it needed to be submitted to M. DiNapoli on or before September 30, 2016. The Trustees agreed to review and provide any proposed edits to M. Antes prior to the filing deadline.
- 8) M. Antes indicated the next scheduled meeting is on October 5, 2016 at 7:30 P.M. at the Wayland Town Building. The Trustees discussed the tentative agenda, including having update on and the River's Edge project and the election of Trust officers.

Adjourn: S. Weinstein moved to adjourn the meeting at approximately 9:05 P.M. S. Greenbaum seconded. Motion approved 7-0.

Respectfully submitted,

Brian T. O'Herlihy