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GRAFTON, MA

Grafton Affordable Housing Trust

Grafton Memorial Municipal Center
30 Providence Road
Grafton, MA 01519

SEP 24 3 28 PM '08

Minutes of Meeting August 20, 2008 Conference Room B, 7:00 p.m.

A meeting of the Grafton Affordable Housing Trust was held on August 20, 2008 in Conference Room B at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were committee members: Vice Chairman John Carlson, Lou Boersma, and Christophe Courchesne. Also present was Assistant Planner Ann Morgan. Absent were Peter Adams and Charles Pratt.

John Carlson called the meeting to order at 7:10 p.m.

1. DISCUSSION ITEMS

A. Fall Workshop

The Trust discussed the planning of the fall workshop in November. Staff reported that Karen Sunnarborg was expected to call back to confirm a date for the week of November 17th as she will be acting as presenter and facilitator. The purpose of this workshop is to bring representatives from committees, boards and town departments that have interest or responsibility for any aspect of affordable housing. In addition the workshop will serve to educate them on who and what the Trust does, to update them on the work of the Trust and to create a coordinated and unified administrative approach to managing all aspects of affordable housing in Town. In addition, it was recommended that a brief history of the development of the Trust be incorporated into the workshop to help the attendees better understand the relationship of Trust to the Chapter 40B process.

Staff was directed to coordinate with Karen Sunnarborg on a draft agenda and meeting materials for review at the September and October Trust meetings.

B. Affordable Accessory Apartment Policy

Christophe Courchesne noted that the Planning Board is in the process of scheduling a workshop for September 15, 2008. As Chairman of that Board, he will be asking that this issue be placed on the agenda for the Board's review and consideration. He further asked that members of the Trust attend that meeting to participate in that discussion. The Trust discussed the importance of advancing this policy as part of the approved Affordable Housing Plan. The issue of what and how an accessory apartment is defined as by both the Building Inspector and the Planning Board was discussed. Mr. Courchesne directed staff to request that Town Counsel review and offer an opinion of the March 20, 2008 memorandum prepared by the Building Inspector with his interpretation of the definition of accessory apartment. At that point the Trust can move forward with a course of action.

2. Staff Report

A. Legal Memorandum RFP

Staff reported that the draft RFP was still under revision and would be forwarded back to Lisa Mead of Blatman, Bobrowski and Mead. Christophe Courchesne noted that this contract should be executed soon and asked that this task be complete prior to the September Trust meeting.

B. Trust Vacancy

Staff reported that to date there have been no inquiries or applications to fill the vacancy. The position will continue to be advertised in the Grafton News and on GCTV Channel 12. The Trust further discussed personally approaching potential candidates and the types of skills that might be helpful towards advancing the goals of the Trust.

C. Site Assessment: 100 Elmwood Street

The Trust directed staff to forward a memorandum and a copy of the study to the Chairman of the Town-owned Land Committee for their records.

3. Correspondence

A. CHAPA Letter re: 32 Tulip Circle, Right of First Refusal

The Trust reviewed a letter written by CHAPA to the Grafton Housing Authority regarding the Town's right of first refusal for this unit. Staff reported that, in advance of the meeting, Jennell Connelly of CHAPA (author of the letter) was contacted to discuss the process. Ms. Connelly indicated that CHAPA was fairly confident that they would be able to locate an eligible buyer since they had recently conducted a lottery for another unit in the same development (39 Buttercup Lane; see CHAPA correspondence dated January 24, 2008). Candidates made eligible during that process are still considered eligible for 32 Tulip Circle. They had a list of several eligible buyers. The Trust considered this information along with a number of other factors including the best use of fiscal resources and the capability of the Town to conduct a lottery at this point in time. Based on the strength of the information received from CHAPA, the Trust determined that they felt confident that CHAPA would be able to find a buyer and that the unit would continue to remain on the affordable inventory.

Lou Boersma asked that staff further inquire about what happens if CHAPA can not find a buyer and if the Town has a second chance at the process. It was further requested that work on obtaining copies of the deed riders for all the affordable units and more specifically the units at Hilltop.

4. Ongoing Items

A. Mission Statement

The Trust directed staff to prepare a draft mission statement based on the language in the Declaration of Trust. The Trust would then work to refine it and use it going forward as a bench mark to evaluate the work of the Trust. In addition it should be ready to present at the November workshop.

B. Trust Materials - binders

Staff reported that member binders and tab dividers similar to what John Carlson received when he joined the Trust would be provided at the next meeting. Members could then organize their materials and request anything that they were missing. Staff reported that it will be standard procedure to provide a binder along with new member orientation materials when someone new gets appointed to the Trust.

C. Lottery Process – Hennessey / Webber

Staff was directed to contact the developer(s) of these projects and arrange for them to attend a Trust meeting to provide the members with a status report of the development of the affordable units. Motion to direct staff to contact the developer(s) for the purpose of having them attend a future Trust meeting to discuss the development of the affordable units was made by Christophe Courchesne and seconded by John Carlson. Motion passed unanimously.

5. New Business

A. CPC Funds – Status Report

John Carlson noted that he had a conversation with Ken Holberger of the Community Preservation Committee regarding money allocated by Town Meeting Warrant articles that were due to expire. There are three outstanding articles that were originally assigned to the Affordable Housing Committee that were and continue to be used for payment of consultant services with Karen Sunnarborg. However, with the warrant articles due to expire the unexpended funds will need to be reassigned. Mr. Holberger indicated to Mr. Carlson that it was the intent of CPC to roll over the unencumbered balances over to the Trust through Fall Town Meeting action.

B. WBDC / Centech Park

Mr. Courchesne reported to the Trust that he recently attended a meeting of the Worcester Business Development Corporation (WBDC) who is working towards the development of the remaining parcels at Centech Park in North Grafton. Part of WBDC's mission is to provide opportunities for non-profit organizations. Currently WBDC is studying its options for the redevelopment of several abandoned buildings on a parcel located south of the current Job Corps site. The status of the buildings is under consideration by the Massachusetts Division of Capital Asset Management (DCAM) who currently owns the buildings. DCAM has indicated that it may offer the buildings to WBDC who felt that the site might be a good location for a mixed-use, smart growth development with an affordable housing component. However, WBDC does not have the capital to fund a feasibility study which they estimate will cost \$25,000. Mr. Courchesne asked that the Trust consider funding the feasibility study to further evaluate the potential for renovating the buildings into affordable units. Staff was directed to contact WBDC and have someone attend a Trust meeting. Staff was further directed place this item on the October agenda for further consideration.

C. Annual Goal Setting Workshop

Staff suggested that the Trust establish an annual workshop to evaluate the goals of the Trust and set a work plan for the upcoming year. In addition, the Trust would review the progress of previously voted work plan goals. A workshop of this kind would enable the

Trust to focus on long range and big picture items outside of a regular meeting which is used to conduct monthly business. Mr. Courchesne suggested that this item be discussed and scheduled after the work of the legal construct contract and the fall workshop were complete as the Trust would have received more direction and input from a number of parties.

D. Member Listing

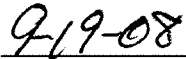
John Carlson requested that his cell phone number be added to the Trust member listing as well as his updated email address.

6. Adjournment

Motion to adjourn the meeting was made by Christophe Courchesne and seconded by Lou Boersma. Motion passed unanimously. The meeting was adjourned at 9:15 p.m.



Peter Adams, Clerk



Date