



Grafton Affordable Housing Trust

Grafton Memorial Municipal Center
30 Providence Road
Grafton, MA 01519

Minutes of Meeting

September 16, 2009
Conference Room B, 7:00 p.m.

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GRAFTON, MA

A meeting of the Grafton Affordable Housing Trust was held on Wednesday, September 16, 2009 in Conference Room B at the Grafton Municipal Center, 30 Providence Road, Grafton, MA.

Present for the meeting were: Chairman John Carlson, Vice Chairman Deborah Kochevar, Clerk Todd Brodeur, and Members Lou Boersma, Charles Pratt (joined the meeting at 7:30 p.m.) and Peter Adams. Also present were Assistant Planner Ann Morgan.

The meeting was called to order at 7:00 p.m.

DISCUSSION ITEMS

Financial Report – No update available. Staff is still waiting for the auditor's letter for the Trust records.

ACTION ITEMS

Sign Bills: There was discussion about the amount billed by Joe Hogan of Hogan Whiting Associates for the home inspection of 395 Providence Road. After reviewing the materials the Trust determined that there was an error made by the vendor. Motion to pay the amount of \$400.00 and to adjust the bill to reflect the quote made by Deborah Kochevar and seconded by Lou Boersma. Motion passed unanimously.

Motion to pay Lisa Mead of Blatman, Bobrowski & Mead the amount of \$5,000 as billed to the Trust for work items relating to the contracted legal memorandum made by Todd Brodeur and seconded by Peter Adams. Motion passed unanimously.

Open Session Minutes of August 19, 2009 – Motion to accept the minutes of August 19, 2009 as drafted and amended made by Peter Adams and seconded by Deborah Kochevar. Motion passed unanimously.

Signature Authorization for 395 Providence Road – John Carlson reviewed this agenda item indicating that there should be two Trust members authorized to sign for bills up to a limit determined by the Trust. Mr. Boersma recommended that the Trust take no action on this item until the inspection report had been reviewed by the members.

Annual Public Meeting – John Carlson noted that it was time to begin planning the Trust's annual public meeting. The Trust sponsored a meeting last year where it presented an overview of work completed in the previous year and discussed future initiatives. Trust members discussed some ideas for the meeting which include a public education initiative and developing ways to provide outreach during future lotteries. Motion to form a subcommittee to develop a draft program for the Annual Public Meeting made by Todd Brodeur and seconded by Deborah Kochevar. Motion passed unanimously. John Carlson opened the floor for nominations. Motion to appoint Deborah Kochevar and Peter Adams to the subcommittee made by Todd Brodeur and seconded by Charles Pratt. Motion passed unanimously.

Trust Workshop – John Carlson stated that he would like the Trust to have a workshop to discuss long range planning and goal setting for the upcoming year.

2010 Trust Meeting Schedule 2010-2011 – Motion to adopt the 2010 Trust meeting schedule as drafted made by Peter Adams and seconded by Todd Brodeur. Motion passed unanimously.

OLD BUSINESS

Fisherville & Farnumsville Streetscape Project – Staff updated the Trust on the progress of the report including the draft zoning recommendations made by the consultant.

Peters Estates Lottery – This is the first of two units and it is set aside for local preference. Lottery applications are due on October 10, 2009. There will be an informational meeting on September 26, 2009. The flyer has been distributed and the news outlets are running articles. It's also been posted on the Town web site and has been distributed to staff.

Providence Road Commons, 40B Project, 195 Providence Road – Todd Brodeur recused himself from the meeting for this item. The Board of Selectmen recently met to discuss an updated Project Eligibility Letter. There has been a change in project management and some concern about Jon LeClaire's involvement on the project given recent defaulted subdivision projects in Town. Peter Adams noted that he's only a 50% shareholder in this particular project. The Selectmen voted to support an extension of the Project Eligibility letter against the recommendation of the Town Administrator.

Legal Memoranda – Staff noted that Lisa Mead continues to provide legal support as part of the balance of her contractual agreement and an outstanding work item for a final meeting. Peter Adams asked if we needed to use her time that way or if she could be available for legal support until the balance of the contract was satisfied. Charles Pratt suggested that the Trust use the balance of time on an as needed basis. The Trust directed staff to find out if that was an option.

NEW BUSINESS

AHEPA National Housing Corporation – AHEPA is scheduled to present to the Trust at the next meeting. Charles Pratt noted that they had been before the Trust in the past but didn't have a specific project to promote. They were looking for the Town to provide a site and are looking for the Trust to assist them.

Greater Worcester Habitat for Humanity (HFH) – HFH has requested an opportunity to meet with the Trust to discuss potential projects. They are looking to partner with the Town on a project and are seeking help in identifying appropriate sites, possibly Town owned land. Peter Adams noted that they presented to the Trust a while ago and that the Town Owned Land Committee had researched some possibilities. John Carlson noted that HFH of Greater Worcester had recently restructured it's organization and they're taking a new approach. Discussion ensued about the Trust's opportunity to partner with HFH, how they could be of assistance in identifying potential parcels, and how to secure a lot whether the Trust works with the Town or buys a lot and donates it to HFH. The Trust thought it would be helpful to have HFH make a presentation and directed staff to coordinate with HFH to appear at an upcoming meeting.

DISCUSSION ITEMS

395 Providence Road: The Trust reviewed the inspection report and discussed the need for additional mold testing based on the results and recommendation of the home inspector. It was noted that the Trust would not be able to move forward with an October 1st closing date until the mold problem was fully addressed. Discussion ensued about who should pay for the testing – the Town or the Trust. There was additional concern about the need to remediate the existing problem and whether both the testing and the remediation should be managed together. Mr. Boersma recommended that the Trust change the closing date and further assess the situation before agreeing to purchase the unit. Mr. Pratt noted that mold is a serious concern and that the Trust should know the full extent of the problem before entering into a deal with the Town.

Motion to engage a company to conduct a complete mold analysis not to exceed \$700.00 and to authorize the Chairman to negotiate with Town Administrator for a joint payment if it exceeds that amount. Motion made by Charles Pratt and seconded by Todd Brodeur.

Discussion: Lou Boersma and Deborah Kochevar stated that the Town should pay for the cost of any additional mold testing.

Motion passed 5 to 1 in a roll call vote: Adams – aye; Boersma – aye, Brodeur – aye; Carlson – aye; Kochevar – nay; Pratt – aye

Motion to change the closing date to another date to be determined later and after the the full extent of the mold problem including testing and remediation estimates have been received and reviewed by the Trust made by Charles Pratt and seconded by Todd Brodeur. Motion passed unanimously, 5-0.

The Trust discussed the nature of the mold report if someone should request it prior to the next meeting. Motion to direct staff to hold the mold report in confidential status made by Todd Brodeur and seconded by Charles Pratt. Discussion – it was determined that this is considered public information since both parties – the Town and the Trust – are municipal entities and that property negotiations for Town owned assets were a matter of public record. Motion withdrawn.

ACTION ITEMS

Signature Authorization for 395 Providence Road – tabled.

Request for Proposals for 395 Providence Road - Scope of Services – tabled.

Adjournment

Motion to adjourn the meeting was made by Peter Adams and seconded by Charles Pratt. Motion passed unanimously. The meeting was adjourned at 9:00 p.m.



Todd Brodeur, Clerk