



Grafton Affordable Housing Trust

Grafton Memorial Municipal Center
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30 Providence Road
Grafton, MA 01519

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Meeting Minutes
Wednesday, March 20, 2013
7:30 p.m.

Present:..... Chairman John Carlson, Vice Chairman Debbie Kochevar, Clerk Edward Prisby, Members Peter Adams and Charles Pratt

Also Present:..... Ann Morgan, Assistant Town Planner; Jim Gallagher

John Carlson called the meeting to order at 7:35 p.m.

1. Discussion: Grafton Housing Authority

Jim Gallagher and the Trust discussed the types and numbers of units available in Town that are qualified as "affordable" by the state. Mr. Gallagher reviewed the work of the Grafton Housing Authority of which he is a Board member. He noted that he had appeared before the Board of Selectmen five years ago to discuss partnering with the Town to build new affordable units through any number of programs using various funding sources including CPA money. Mr. Gallagher noted that the Executive Office of Community & Development can provide support including plan sets from projects already built. The Town would need to provide land, seed money and political will to get a project started. He noted that there was a need for family housing for returning veterans as well as housing for the elderly. Mr. Gallagher stated that he would like to see the Trust, the Housing Authority and the Town partner together and make a commitment to building more affordable units in Grafton.

2. Action Items

a.) **Open Session Meeting Minutes** – Motion to table the open session meeting minutes to the next meeting made by Ed Prisby, seconded by Charles Pratt. Motion passed unanimously.

b.) **Bills** – none

c.) **Scope of Services for Additional Site Investigation, 11-13 Suzanne Terrace**

The Trust reviewed the recommendation of Grave Engineering with regards to additional site investigation since the first round of soil testing did not offer conclusive information for a clear path of action. The first test indicated that there was evidence of subsurface materials dumped on site such as concrete wash out but the extent and amount can't be determined without further testing. This information is necessary to determine the viability and number of septic systems that the lots can support. It was noted that the Town had agreed to provide preparation services for the additional testing including some clearing and digging of the proposed test areas.

After review of the proposed scope of services, the Trust agreed that the second round of testing was necessary. Motion to authorize the Chairman to sign the Work Program prepared by Graves Engineering dated February 28, 2013 in amount not to exceed

\$2,400 made by Ed Prisky, seconded by Deborah Kochevar. Motion passed unanimously.

3. New Business

a.) **Financial Update** – a copy of the most recent activity report prepared by the Town Accountant was distributed.

b.) **Massachusetts Community Preservation Coalition** – Mr. Prisky noted that he had recently attended a Community Preservation Coalition workshop in Southborough. Changes to the CPA legislation were reviewed by representatives of the Coalition. Some of the changes were designed to better assist the affordable housing mission of the Act.

c.) **Housing Production Plan** – Ms. Morgan noted that the State requires Planning Board review and approval of the proposed HPP as part of the submission requirements for approval. The Trust discussed the need to have a liaison to the Planning Board who could provide that Board with guidance during the review process.

Motion to appoint Ed Prisky as the Trust's liaison to the Planning Board made by Deborah Kochevar, seconded by Peter Adams. Motion passed unanimously.

4. Old Business

d.) 30 Tulip Circle

– Insurance – the Town Administrator's office has confirmed that the unit would be covered under the Town's insurance policy.

– Notice to Quit – Ed Prisky reviewed the procedure on having the tenant (previous owner) vacated from the premises. If necessary the Trust will have to proceed with a Notice to Quit which everyone hoped was not necessary. Mr. Prisky suggested that staff contact Jim Guilliano at the firm of Scaffidi Guilliano to discuss the process and inquire about fees.

– Lottery – It was determined that a lottery was not necessary in this particular case since this was a resale of an affordable unit. The monitoring agent, CHAPA, will work with the Trust to seek out an affordable buyer based on their program and list of eligible buyers.

– Town Fees – Ms. Morgan noted that there were still some outstanding town fees including property taxes and sewer fees. Mr. Carlson asked for copies of those bills and stated that we would inquire about abatements.

3. Executive Session – none.

4. **Adjournment** – Motion to adjourn the meeting made by Deborah Kochevar, seconded by Ed Prisky. Motion passed unanimously. The meeting was adjourned at 9:15 p.m.

Grafton Affordable Housing Trust

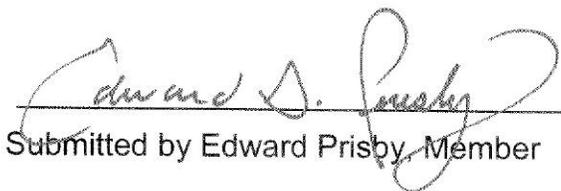
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EXHIBITS

- Draft Meeting Minutes, August 22, 2012, 2 pages.
- Draft Meeting Minutes, September 19, 2012, 2 pages.
- Draft Meeting Minutes, December 13, 2012, 2 pages.
- Draft Meeting Minutes, January 7, 2013, 1 page.
- Draft Meeting Minutes, February 6, 2013, 1 page.
- Draft Meeting Minutes, February 14, 2012, 2 pages.
- Draft Meeting Minutes, Executive Session, February 14, 2013, 1 page.
- Draft Meeting Minutes, Executive Session, February 20, 2013, 1 page.
- Decision, Grafton Planning Board, Special Permit (SP 2004-12) & Site Plan Approval, Grafton Fire Headquarters / Station One, 25 Worcester Street; dated stamped October 14, 2004, 20 pages.
- Scope of Services, Graves Engineering, 11 & 13 Suzanne Terrace, Additional Soil Exploration, dated February 28, 2013; 2 pages.
- Invoice, Northborough Property management, LLC, 30 Tulip Circle (TC-30) Association Fees, dated March 18, 2013; 1 page.
- Correspondence, Northborough Property Management, 30 Tulip Circle, new owner welcome letter, dated March 14, 2013; 1 page.
- Hilltop Farms Condominium Rules and Regulations, updated April 2012, 8 pages.
- Financial Report, Grafton Affordable Housing Trust, dated March 20, 2013, 1 page.
- U.S. Department of Housing and Urban Development, Settlement Statement (revised), 30 Tulip Circle, Disbursement Date – February 22, 2013; 3 pages.


Submitted by Edward Prisco, Member

