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Grafton Affordable Housing Trust  
30 Providence Road  
Grafton, MA 01519

## Meeting Minutes

May 25, 2016

A meeting of the Grafton Affordable Housing Trust was held on May 25, 2016 in Conference Room A of the Grafton Memorial Municipal Center.

Present: Chairman Dan Crossin, Vice Chairwoman Mary Campbell, Treasurer Bruce Spinney, Clerk Charles Pratt, Members Ruth Anderson and Kris Koliss. Also present were Ann Morgan, Assistant Town Planner and Jennifer Goldson.

Chairman Crossin called the meeting to order at 7:05 p.m. The Chairman asked if the Trustees would be amenable to taking agenda item 4A out of order to allow for the presentation of Draft Action Plan by consultant Jennifer Goldson. There were no objections.

### 1. Old Business – Affordable Housing Action Plan – JM Goldson

Ms. Goldson distributed a copy of Chapter 3: Goals and Strategies of the Draft Action Plan. She reviewed the goals, strategy management and five year budget in detail. She noted that she had revised the Mission Statement to bring it in alignment with the Draft Action Plan. She further recommended that the Trust conduct an annual audit as required by State law. Ms. Morgan noted that she had been advised by the previous Town Accountant that the annual Town audit was sufficient. Mr. Spinney noted that the audit was conducted by an independent firm. Ms. Goldson recommends that the Trust seek advice from Town Counsel on this matter.

Ms. Koliss asked about the stakeholder interviews and how this information was used develop the draft plan. She noted that some of the comments regarding rental properties may not be accurate given the current economic climate and the increase in residential development. Ms. Goldson reviewed the process noting that the stakeholders were identified by the Trust as people who may have insight on various aspects of the broad need for housing and assistance. The interviews were extensive and asked a broad range of questions. The purpose of that exercise was to develop the agenda and structure for the community workshop.

The proposed five year budget was reviewed in detail. Ms. Goldson noted that these numbers were based on her experience and that line items would be adjusted as the Trust embarked upon its work over the years. Projected costs, based on the draft goals, included work associated with developing Town owned land, the potential for shared equity agreements, hiring a specialist / agency for monitoring existing SHI units, the potential need for additional staffing to support the work of subcommittees and in helping the Trust carry out the action items.

Mr. Pratt asked about shared equity agreements. Ms. Goldson explained that if the Trust enters into an agreement with a developer for a project the Trust can structure a profit sharing percentage once the loan has been repaid. It was noted that this was the case with the Pulte settlement where irregular accounting practices were unearthed to reveal that the Town was not receiving its share of the profits as required. Ms. Goldson noted that she was aware of at least one town who has a project with shared equity but she was unaware how the accounting practices would be monitored by the town to protect its interests.

Ms. Goldson noted that outreach was budgeted into the plan. This would allow the Trust to embark upon some community events that would meet the goal to educate, inform and engage the public in the ongoing work of the Trust and development of affordable housing in the Town. She noted that the outreach and education goal was identified at the Community Workshop and that the Trust should embark upon an ongoing effort to engage the public as well as Town officials.

Staffing was discussed. Ms. Goldson recommended that the Trust establish subcommittees to manage key goals and then report back to the whole Trust at the regular monthly meeting. She noted that the Planning Department provides some staff support. If the Trust adopts the five year plan and all associated work items then there will be a need to have additional staff support. Ms. Morgan noted that staff support towards sustaining a regular work program should be discussed with the Town administration and, in particular, the Town Planner.

Mr. Pratt recommended that the draft recommendation for a "Town owned land subcommittee" be changed to "Land Acquisition Subcommittee". This would enable the Trust to consider a wide range of land opportunities. Ms. Anderson noted that information in the "5-Year Total" column was misleading and should be adjusted.

Next Steps – Ms. Goldson will prepare a final draft based on input received. She expects this to be complete by the middle of next month. She recommended that the Trust solicit input from key boards such as the Selectmen, Community Preservation Committee, and Planning Board as well as the public. Once she receives this input she would submit the final report.

The Trust thanked Ms. Goldson for all her work.

## 2. Action Items

- a. **Outstanding Meeting Minutes** – Draft meeting minutes for September 9, 2015 and November 12, 2015 were reviewed. Minor edits were made by Ms. Anderson. Motion to accept both sets of meeting minutes as drafted and edited made by Mr. Spinney, seconded by Ms. Anderson. Motion passed unanimously 6-0.
- b. **Letter of Support – Prentice Place, 23 Prentice Street:** The Trust reviewed the draft letter of support and made some typographical corrections. Motion to approve the edited letter of support and to authorize the Chairman to sign on behalf of the Trust made by Mr. Spinney, seconded by Ms. Koliss. Motion passed unanimously.

With regards to the next steps, Ms. Morgan noted that the letter would be submitted to Board of Selectmen and a copy will be given to Mr. Papalilo. He will be seeking the support of the Board of Selectmen at an upcoming meeting and would like someone from the Trust to attend to answer questions about the letter of support if necessary. Mr. Papalilo has been advised that he will need to contact the Chairman to discuss that request.

3. **Bills** - Motion to authorize payment for the JM Goldson invoice for \$2,000 made by Mr. Spinney, seconded by Ms. Koliss. Motion passed unanimously 6-0.

4. **Treasurer's Report** – Mr. Spinney noted there was no Treasurer's report.

## 5. Old Business

- a. **Amendment to Zoning By-Law – Village Mixed Use:** Ms. Morgan noted that the article passed at Town Meeting and it, along with the other approved changes to the Zoning By-Law, has been

submitted to the Attorney General's office for review. It was noted that this is the first Zoning By-Law article to include an affordability requirement in any zone in Town.

## 6. New Business

- a. **Request for Change of Meeting Date / Location:** There is a scheduling conflict in Conference Room A in that the Board of Library Trustees has requested to use the room on the same dates as the Trust. Ms. Morgan noted that the Trust has always met on the second Wednesday of the month and that the schedule was expanded to include the fourth Wednesday of the month in anticipation of additional work items as a result of the future Action Plan. It was noted that the Library Trustees have the option to use Conference Room F which also has studio capabilities but they prefer the use of Conference Room A. Through the Town Administrator's office they have asked the Affordable Housing Trust if they would either change meeting dates or locations with them. Upon review the Trust determined that they could eliminate the regularly scheduled fourth Wednesday of the month meeting as the work program is likely to change with the establishment of subcommittees. It was further determined that the second Wednesday of the month was the preferred meeting schedule. Ms. Morgan was directed to revise the schedule to eliminate the second meeting date (fourth Wednesday of each month), to continue to schedule the Trust in Conference Room A for the second Wednesday of each month and to notify the Town Administrator's office of such.
- b. **Next Meeting** – The next regularly scheduled meeting of the Trust is on June 8, 2016. Mr. Crossin asked that the Draft Action Plan, establishment of subcommittees, and outreach presentations to key boards and the public be included on the agenda.

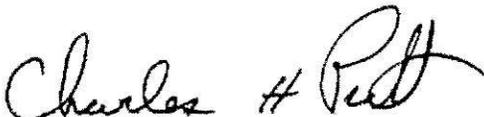
## 7. Staff Update

- a. **40B Permit Application: Fieldstone Farms:** Ms. Morgan noted that a new comprehensive permit application had been received by the Zoning Board of Appeals. It is for a property off of Wheeler Road currently owned by Peter Adams. Mr. Adams is a member of the ZBA and will be required to recuse himself from the Board when the application is reviewed and acted upon. It was noted that the name of the new project is called "Fieldstone Farms". Mr. Adams has been advised that an existing subdivision down the street from this site currently goes by that name. Mr. Adams has stated his intent to change the name. This project, along with the Prentice Place application, will require review by the Trust at a future date. A site walk is being scheduled for next week and will include Town staff and possibly the Chairman of the Zoning Board of Appeals. Members of the Trust are invited and should coordinate with Ms. Morgan.

## 8. Adjournment

Motion to adjourn the meeting made by Mr. Spinney, seconded by Ms. Koliss. Motion passed unanimously, 6-0. The meeting was adjourned at 8:34 p.m.

Respectfully submitted,



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Charles Pratt, Clerk

**EXHIBITS**

- Grafton Affordable Housing Trust Action Plan, Chapter 3 – Goals and Strategies; prepared by Jennifer Goldson; no date, 7 pages.
- Draft correspondence from the Trust to the Grafton Board of Selectmen re: Prentice Place; 2 pages.