



Grafton Affordable Housing Trust

Grafton Memorial Municipal Center

30 Providence Road

Grafton, MA 01519

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Meeting Minutes
Wednesday, January 15, 2014
7:30 p.m.

Present:..... Clerk Charles Pratt; Members Peter Adams, John Carlson and Daniel Crossin
Absent:..... Chairman Edward Prisby, Vice Chairman Deborah Kochevar
Also Present:..... Ann Morgan, Assistant Town Planner

Charles Pratt, Clerk, called the meeting to order at 7:40 p.m.

1. Action Items

a.) Bills: The warrant for payment of the following bills was signed by all members present:

- 30 Tulip Circle: NStar - \$99.26
- 30 Tulip Circle: Grafton Water District - \$37.50
- 30 Tulip Circle: February Condo Fee \$185.00
- Trust Appointment; Worcester District Registry of Deeds - \$150.00

b.) Open Session Meeting Minutes

- March 20, 2013 – not available; no action
- April 17, 2013 – not available; no action
- May 8, 2013 – not available; no action
- October 16, 2013 – Motion to accept the minutes as drafted made by John Carlson and seconded by Peter Adams. Motion passed unanimously.
- December 4, 2013

c.) 30 Tulip Circle

- Sign Purchase & Sale Agreement – Members of the Trust present signed the various documents associated with the sale of the unit (see exhibits). It was noted that Deborah Kochevar had signed the documentation the previous day as she would be travelling and would not be able to attend the meeting. Ms. Morgan noted that she would coordinate with Ed Prisby to obtain his signature the following day in advance of delivering the documents to Attorney Mary Campbell.
- Authorize Chairman to execute final sale documents and process sale-related expenditures – Motion to authorize the Chairman to sign documents relating to the closing of 30 Tulip Circle including the authorization to sign for any sale-related expenditures made by John Carlson and seconded by Daniel Crossin. Motion passed unanimously.
- Punch List Items – Ms. Morgan outlined various tasks to be completed prior to the closing date. It included getting keys and the garage door opener returned to the Planning office, smoke Detector inspection by Grafton Fire Department, remove the old computer workstation that's in the garage, and notify the South Grafton branch of the Post Office of the change of owner.

d.) **Worcester District Registry of Deeds Form** – Upon advice of Counsel, a Trust membership signature form was prepared and submitted to the members for signature. This form will be mailed to and recorded by the Worcester District Registry of Deeds. Members of the Trust present signed the form. It was noted that Deborah Kochevar had signed it the previous day as she would be travelling and would not be able to attend the meeting. Ms. Morgan noted that she would coordinate with Ed Prisky to obtain his signature the following day.

2. Old Business

a.) **Financial Reports** – The Trust reviewed an itemized list of expenditures since February 2013. The majority of the items related to the purchase and maintenance of 30 Tulip Circle and soil testing at 11-13 Suzanne Terrace. An additional itemized list of expenditures relating to 30 Tulip Circle was reviewed against the purchase and sale price. The final closing costs will be added once they are known.

b.) **11-13 Suzanne Terrace** – A copy of the final soil testing report was distributed. Mr. Carlson stated that, at this point, the expense of designing a building septic on the site to support one or two units was not cost effective or a responsible course of action for the Trust. Trust members agreed with his assessment. Mr. Carlson further suggested that the Trust forward the final report to Habitat for Humanity with an explanation that the Trust does not intend to pursue the development of these lots at this time. If HFH wishes to pursue and pay for the site development then they are to be encouraged to contact the Trust for further conversations. Mr. Carlson further recommend that a 30 day response time from HFH be required to complete the discussion for development on these lots.

Motion to direct staff to draft correspondence for the Chairman's signature to Habitat for Humanity that outlines the Trust's position, to have a 30 day response time and to attach the final soil testing results and report made by John Carlson and seconded by Mr. Crossin. Motion passed unanimously.

c.) **State Hospital** – Mr. Carlson asked if Attorney Dan Hill had contacted the Trust with a property update from DCAM. A few months ago Mr. Hill had indicated that he would contact someone he knew at the State regarding the future disposition and potential site development for property on Pine Street across the street from the MBTA commuter station. It was noted that Mr. Hill had not responded to date. It was recommended that the Chairman contact Mr. Hill prior to the next meeting.

d.) **25 Worcester Street** – Mr. Carlson stated that he had recently attended an Economic Development Commission meeting where the subject of Town owned land was discussed in relation to site development for new business opportunities. Two properties, 25 Worcester Street and the Hennessy II property off Estabrook Avenue were of particular interest to the EDC. Both sites would require a zoning change for the types of use they were discussing.

Mr. Adams and Mr. Carlson both expressed concern about 25 Worcester Street for uses other than housing which was suited to the neighborhood given the use and the

Grafton Affordable Housing Trust

Meeting Minutes

January 15, 2014

Page 3

proximity to the Common. It was noted that the land won't remain vacant forever as there are a number of groups looking to see the rights for various endeavors. Mr. Carlson stated that the Trust must continue to monitor the discussion about this site with the various board and committees and possibly develop a plan to obtain the site.

3. New Business

- a.) **FY 2015 Community Preservation Act Funds (CPA) Application** – The FY 2015 CPC application for the transfer of the affordable housing reserves to the Trust was distributed. It included a cover letter, an application, support documentation and a 2014 Annual Report from the Trust. The application packet will be reviewed by the Community Preservation Committee in late February. All applications will be presented in a public hearing in late March. The Trust will be expected to attend these meetings to provide input and to answer questions. The amount of the FY 2015 affordable housing reserve funds total \$48,984.00.
- b.) **FY 2014 Annual Report to the Town** – The draft report for the Town's 2014 Annual Report was distributed. This report covers activities and expenditures from July 1, 2012 through June 30, 2013. Ms. Morgan noted that this is a more condensed version of the report submitted to CPC (see Item 3a) as it covers a different reporting period. The report submitted to CPC includes additional detail which is expected with the expenditure of CPA funds.
- c.) **Future Projects / Partnerships** – The Trust discussed the need for looking into projects that could yield a higher number of units to be included on the Subsidized Housing Inventory and in particular projects with rental units. Mr. Carlson noted that the median income in Grafton had increased since the last census which would impact the development of new affordable housing. The Trust will need to be creative in seeing out projects and partnerships that can provide a higher yield of SHI eligible units.
- d.) **Meeting with the Planning Board** – Ms. Morgan briefly updated the Trust on the number and types of new housing development currently under review by the Planning Board. She further noted that there has been an increase in interest and applications for the development of new subdivisions and town. In the past the Trust had monitored these projects through Planning Board members who served jointly on the Trust and had been successful in negotiating affordable units. Mr. Prisby currently serves in that role. However it was further recommended that the Trust continue to build a working relationship with the Planning Board to further maximize the opportunities. Staff was directed to review this with the Trust Chairman and make arrangements for some time on a future Planning Board agenda to have a joint discussion on the matter.

4. Executive Session – none.

5. **Adjournment** – Motion to adjourn the meeting made by John Carlson and seconded by Peter Adams. Motion passed unanimously. The meeting was adjourned at 8:45 p.m.

EXHIBITS

- 1B - Draft open session minutes of October 16, 2013, 1 page.
- 1C - 30 Tulip Circle – documents prepared by the Law Office of Mary E. Campbell, P.C.; including the following:
 - Purchase and Sale Agreement, 14 pages.
 - Quitclaim Deed, 9 pages.
 - Power of Attorney, 8 pages.
- 1D – Worcester District Registry of Deeds Form; Trust membership information and signature sheet; 1 page.
- 2A – Financial Report
 - Grafton Affordable Housing Trust, Account Balances as of 1/14/14; prepared by staff; 2 pages.
 - Grafton Affordable Housing Trust, Expenses: 30 Tulip Circle; dated January 15, 2014; prepared by staff; 2 pages.
- 3A – CPC Application
 - Correspondence from the Trust to CPC, dated January 15, 2014; 1 page.
 - Community Preservation Committee Application for Community Preservation Funding; dated January 15, 2014; 11 pages.
 - Correspondence from the Trust to CPC regarding support documentation for the Application; dated January 15, 2014; 6 pages.
 - Grafton Affordable Housing Trust Annual Report to Community Preservation Committee 2013; 3 pages.
 - Email correspondence from Patricia Fay, Town Accountant; Affordable Housing Transfer from Community Preservation; dated January 14, 2014; 1 page.
- 3B – FY 2014 Annual Town Report
 - Grafton Affordable Housing Trust; Grafton Massachusetts 2013 Annual Town Report; 1 page.
- 3C – 11-13 Suzanne Terrace
 - Correspondence and Report from Graves Engineering; 11 & 13 Suzanne Terrace Soil Testing Results; dated November 12, 2013; 11 pages.

Submitted by Edward Prisky, Chairman

