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Grafton Affordable Housing Trust
30 Providence Road
Grafton, MA 01519

Meeting Minutes

March 2, 2016

A meeting of the Grafton Affordable Housing Trust was held on March 2, 2016 in Conference Room A of the Grafton Memorial Municipal Center.

Present: Chairman John Carlson, Treasurer Dan Crossin, Clerk Charles Pratt, and Members Bruce Spinney and Mary Campbell. Also present were Ann Morgan, Assistant Town Planner.

Chairman Carlson called the meeting to order at 7:00 p.m.

Chairman Carlson asked to make some opening remarks. He stated that he had received writing notification of Deborah Kochevar's resignation from the Trust effective immediately. In her note she stated that she will miss working with the Trust but that her work schedule had become demanding to the point where she could no longer commit to any regular meetings on behalf of the Trust. Mr. Carlson thanked Ms. Kochevar for her long time commitment to the Trust and that she would be missed.

1. **Action Items**
   a. Worcester District Registry of Deeds Forms – this item was tabled to a later date.

   b. Outstanding Meeting Minutes –this item was tabled until the next meeting.

2. **Treasurer's Report** – None.

3. **Old Business**
   a. Affordable Housing Action Plan – Community Forum: The Trust reviewed the final details for the Workshop to be held the following night at the South Grafton Community House. The draft slide presentation was reviewed and found to be appropriate. Chef du Jour will provide catering at $10.00 per person with an anticipated attendance of 40 people. Access to the meeting room for set up is 4:00 p.m. The Trust members agreed to be on site no later than 6:30 p.m. to greet the attendees. Staff will be providing a handout with information on how to learn more and stay involved. Ms. Goldson and her assistant will provide all other materials including the gift cards to be used as door prizes.

4. **New Business**
   a. Annual Report of the Trust to the Town and the Community Preservation Committee – Ms. Morgan noted that application to CPC to request transfer of the affordable housing reserve funds to the Trust was due. As part of that application an annual report is required. This report will also be submitted to the Town Administrator's office for inclusion in the FY 15 Annual Town Report. The Trust reviewed the draft report and found no errors.

      Motion to approve the annual report of the Grafton Affordable Housing Trust for submission to CPC and the Town made by Mr. Spinney, seconded by Mr. Pratt. Motion passed unanimously.

5. **Staff Update** – none.

6. **Adjournment**

   Motion to adjourn the meeting made by Mr. Spinney, seconded by Mr. Crossin. Motion passed unanimously. The meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Charles Pratt, Clerk

EXHIBITS

- Create, preserve, support: Using Community Preservation Act funds to foster local housing initiatives", update CPA and Affordable Housing Guidebook, prepared by the Massachusetts Housing Partnership, March 2016.
- Draft slides, Grafton Affordable Housing Trust Community Workshop, Presented by JM Goldson 3/3/16; 15 pages.
- Spreadsheet, Grafton Affordable Housing Trust Workshop Invitation List; 2 pages.
- Draft, Annual Report to the Community Preservation Committee; 2 pages.