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Grafton Affordable Housing Trust
30 Providence Road
Grafton, MA 01519

Meeting Minutes

April 13, 2016

A meeting of the Grafton Affordable Housing Trust was held on April 13, 2016 in Conference Room A of the Grafton Memorial Municipal Center.

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

Treasurer Dan Crossin called the meeting to order at 7:05 p.m.

1. **Welcome New Trustees** – The Trust welcomed Kris Koliss and Ruth Anderson as new Trustees. It was noted that both attending an orientation with Ann Morgan who distributed key documents for their review in advance of their first meeting.

2. **Action Items**

   a. Reorganization:

      Motion to appoint Dan Crossin as Chairman made by Mr. Spinney, seconded by Ms. Campbell. Mr. Crossin accepted the nomination. Motion passed unanimously.

      Motion to appoint Ms. Campbell as Vice Chairwoman made by Mr. Spinney, seconded by Mr. Pratt. Ms. Campbell accepted the nomination. Motion passed unanimously.

      Motion to appoint Mr. Pratt as Clerk made by Mr. Spinney, seconded by Mr. Crossin. Mr. Pratt accepted the nomination. Motion passed unanimously.

      Motion to appoint Mr. Spinney as Treasurer made by Ms. Koliss, seconded by Ms. Campbell. Mr. Spinney accepted the nomination. Motion passed unanimously.

   b. Bills – Motion to authorize payment for the JM Goldson invoice for $1,300 made by Mr. Spinney, seconded by Mr. Pratt. Motion passed unanimously.

   c. Worcester District Registry of Deeds Forms – Forms for new Trustee appointments and amending the Trust document to increase membership to seven with one to be a Selectmen were presented for signatures. Motion to authorize staff to submit signed forms along with required fees to the Worcester District Registry of Deeds made by Mr. Pratt, seconded by Ms. Campbell. Motion passed unanimously.

   d. Outstanding Meeting Minutes – Draft meeting minutes for June 17, 2015, August 5, 2015, December 9, 2015, January 13, 2015 and February 10, 2015 were reviewed. No edits were made. Motion to accept the five sets of meeting minutes as drafted made by Mr. Spinney, seconded by Ms. Campbell. Motion passed 4-0. Ms. Anderson and Ms. Koliss abstained.

3. Treasurer's Report

a. JM Goldson, Action Plan – Cost Center: Ms. Morgan reported that there had been some confusion regarding which cost center account the Goldson contract should be paid from. The Trust funds are in one account with money from both affordable housing funds approved at Town Meeting from CPC and the money from the Pulte settlement. Mr. Spinney noted that staff had confirmed that the Action Plan contract with Ms. Goldson qualified under CPA guidelines and that invoices should be paid from that cost center. Motion to reaffirm that the JM Goldson invoices be paid from the affordable housing reserve funds made by Mr. Spinney, seconded by Ms. Campbell. Motion passed 5-0.

4. New Business

a. Draft Officer Descriptions – At an earlier meeting Ms. Morgan had been asked to prepare draft job descriptions for the officers of the Trust. This was requested at the time the Trust decided to add the Treasurer's position. Mr. Spinney stated that he didn't think the Trust needed this work item at this time. Ms. Campbell concurred. No further action from staff is required.

b. Proposed Zoning Amendment to Zoning By-Law – Village Mixed Use: Ms. Morgan reviewed the draft warrant article language for the change to the Zoning By-Law. In particular, the section regarding affordability was discussed. She will email the draft language to everyone so that Trustees could be prepared in case a question came up at Town Meeting.

c. Meeting Schedule: After some discussion it was noted that there was no new material or pressing issues that needed to be addressed for the meeting scheduled for April 27, 2016. Motion to cancel the April 27, 2016 meeting made by Mr. Pratt, seconded by Mr. Spinney. Motion passed unanimously.

5. Old Business

a. 23 Prentice Street – Sotir Papalilo: The Trust reviewed material for the proposed 40B project of rental units at 23 Prentice Street. Mr. Papalilo is seeking a letter of support from the Trust addressed to the Board of Selectmen. He is seeking funding from Massachusetts Housing Partnership and the application process requires that he seek out local support which he hopes to receive from the Selectmen.

It was noted that the State counts all the units of a rental project on the Subsidized Housing Inventory even though only 25% of the units are affordable. It was further noted that the units are credited to the SHI upon the issuance of a comprehensive permit. The developer is proposing 54 units. A credit of 54 units on the SHI would exceed the 36 unit planned production number for Grafton and would trigger a two year moratorium on new 40B applications in accordance with State Law.

The Trust found that the proposed project was beneficial to the Town's goal to alleviate the ongoing pressure of 40B development as was voiced at the recent Action Plan Community Workshop.

Motion to direct staff to draft a letter of support from the Trust to the Board of Selectmen to be reviewed at the next meeting of the Trust made by Mr. Spinney, seconded by Ms. Campbell. Motion passed unanimously.

6. Staff Update

a. MA Housing Partnership Conference: Ms. Morgan noted that she did not attend the conference due to a lack of adequate communication on behalf of the Massachusetts Housing Partnership regarding the location. She has requested a refund.

7. Adjournment

Motion to adjourn the meeting made by Mr. Spinney, seconded by Ms. Campbell. Motion passed unanimously, 6-0. The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Charles Pratt, Clerk

EXHIBITS

- Grafton Affordable Housing Trust Action Plan Workshop: Summary of Results. Prepared by Jennifer Goldson; no date, 11 pages.
- Prentice Place, 23 Prentice Street; Massachusetts Housing Partnership submission materials; submitted by Sotir Papalilo; including:
  - MHP Invitation to Apply for Project Eligibility Letter ("PEL"), 9 pages.
  - Grafton, MA – Rent Comparables; prepared by CoStar Market Analytics; dated March 23, 2016; 18 pages.
  - Custom Market Report, Prentice Place – Market Report; prepared by CoStar Market Analytics dated March 23, 2013; 31 pages.