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Grafton Affordable Housing Trust
30 Providence Road
Grafton, MA 01519

MEETING MINUTES
Grafton Affordable Housing Trust
Thursday, February 9, 2023
7:45pm
Conference Room A
Grafton Memorial Municipal Center
AND
via Zoom

Call to Order

The meeting was called to order at 7:47pm by Chair Bruce Spinney. In attendance by roll call were Chair Bruce Spinney, Select Board Representative Mat Often, Clerk Dan Cusher, Brittany Morgan via Zoom, and Ed Prishy via Zoom. Lakisha Carpenter Papoutsakis and Eric Swenson were absent. Town Planner Fiona Coughlan was also in attendance and introduced herself to the Trust.

1. Housing Production Plan – Meet with Consultant

Consultant Karen Sunnarborg agreed to the version of the Contract for Professional Services that was included in the packet.

Mr. Often made a motion seconded by Mr. Cusher to authorize the Chair to sign the Contract for Professional Services on the Trust's behalf. Motion passed 5 – 0 by roll call vote.

Ms. Sunnarborg, Ms. Coughlan, and the Trust discussed plans for the Housing Production Plan. Ms. Sunnarborg described the information she will need and the schedule of meetings that should take place during this process.

***Rental Assistance Program**

Mr. Cusher made a motion seconded by Mr. Often to allow Eric Swenson to petition/further a rental assistance program with the Community Preservation Committee. Motion passed 5 – 0 by roll call vote.

2. GSX Grant Agreement – 17 & 27 Upton Street

Mr. Spinney spoke on the discussion of the Purchase & Sale Agreement that occurred at the joint meeting with the Select Board on February 7, 2023. He stated that the Trust would only proceed after the Select Board decides how to resolve the issue with the P&S.

Regarding the Grant Agreement, Mr. Prishy asked why the Trust was not getting a mortgage that can be subordinated at closing to secure the grant. Mr. Spinney and Mr. Often described the discussion of the Grant Agreement with the Trust's Counsel at the January 12, 2023 meeting.

4. Feedback for the Bylaw Study Committee

David Robbins, Chair of the By-Law Study Committee spoke on the correspondence he sent the Trust on January 31, 2023 and commented on the response that Kathleen O'Donnell, Trust Counsel sent February 1, 2023.

Mr. Spinney suggested reviewing the Declaration of Trust at the next meeting with Ms. Sunnarborg.

Mr. Robbins stated that the By-Law Study Committee hopes to finalize most of the updates to the by-laws by May or June.

Mr. Robbins, Mr. Spinney, and Mr. Cusher discussed ways to ensure that three seats on the Trust expire each year.

Mr. Robbins agreed to apply the response from Ms. O'Donnell and tonight's discussion to a new draft of the by-law, which he would send back to the Trust for review.

3. Update on 25 Worcester Street RFP

Mr. Spinney stated that the RFP notice was posted in the Telegram & Gazette, the Municipal Center, and the Central Register, and there have been five requests for the RFP information so far. He noted that the site walk is scheduled for February 22, 2023 at 10:00am.

5. Outstanding Bills

Mr. Often made a motion seconded by Mr. Prisby to pay Kathleen O'Donnell, Trust Counsel the amount of \$150.00 for work consisting of: review Declaration of Trust and Town's By-Law for consistency and compliance with statute; propose revisions to Trust and to By-Law; conference with By-Law review committee dated February 1, 2023. Motion passed 5 – 0 by roll call vote.

Mr. Often made a motion seconded by Mr. Cusher to pay the invoice for the publication of ads and RFP material in the Telegram & Gazette totaling \$174.20. Motion passed 5 – 0 by roll call vote.

6. Meeting Minutes

Mr. Often made a motion seconded by Mr. Cusher to accept the meeting minutes of September 20, 2016; December 1, 2016; April 12, 2017; August 7, 2019; and January 12, 2023. Motion passed 5 – 0 by roll call vote.

Adjourn

Mr. Prisby made a motion seconded by Mr. Often to adjourn at 8:40pm. Motion passed 5 – 0 by roll call vote.

The Trust's meeting materials are available at: <https://www.grafton-ma.gov/AgendaCenter/Affordable-Housing-Trust-3>

A full recording of this meeting is available at: <https://youtu.be/rgL9FuO9NLM>