Meeting Agenda - Minutes Worksheet

Team Name:	Upton Affordable Housing Trust
Meeting Purpose:	General Business Meeting
Chairman:	Amanda Graham
Date, Time, Location:	Monday, 04 January 2016 // Upton Town Hall, Conference Room G07 // 6:00PM
Meeting Number:	#1-2016.01
Members Present:	Amanda Graham, Ken Picard, Richard Whitehouse
Minutes Status:	Approved

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Chairman	The meetings was called to order at 6:05PM The agenda was reviewed and approved.	Informational
Approval of Previous Meeting Minutes	Chairman	A motion was made to approve the minutes of meeting #8-2015-11 as submitted. The motion was seconded. The motion was voted, the motion passed 3 – 0.	Ken will submit approved meeting minutes to the Town Clerk.
Define the plan for shared services	Trish Settles	Trish started her presentation with provide the Trustees with two template, note exhibits 2016.01.A and 2016.01.B. The first exhibit is a template that CMRPC has developed for Requests for Proposals for regional housing services. The second exhibit is a Town of Sudbury notice of a RFP. Trish suggested that the Trustees allow CMRPC to be the host office for managing shared service. The Town would play CMRPC a fee for administration and deliverable. The Trustees thought that the proposal had merit for the following reasons; other similar towns to Upton have the desire for shared services but do not have funding available or are not as far along as Upton with respect to the process. The Trustees and Trish discussed a number of hypothetical scenarios with respect to the Trustees accessing Town owned land. Does the Board of Selectmen have the authority to transfer land to the Trustees for affordable development or does the Town Meeting need to perform that function? Trish felt that the BoS had the authority but recommended discussing this topic with Town Counsel.	The Trustees will continue to discuss with CMRPC providing service to the Town. Ken will discuss with the Town Manager accessing Town Counsel for their option how to transfer town land to the Trustees for affordable housing development.

Orchard Street Lot, RFP for AHT development.	Amanda	Amanda wanted to confirm that the BoS is committed to supporting using the land on Orchard Street for affordable Housing. Ken confirmed that the Board made a motion to do that at one of their meetings. The question was asked what the Trustees should do to expedite the process. Trish recommended that all the pre-engineering items be completed, such as engineered plot land and perk testing. The Trustees have funding available to perform these functions, although it was noted that State procurement laws need to be followed.	Ken will check with the BoS office for a possible plot plan. Ken will check with the BoA for an existing perk test. Rich will check on design standards for septic systems for multifamily housing.
Other Topics Not Reasonably Anticipated	Chairman	None	
Next Meeting Look Ahead • Location • Date & Time • Topics	Chairman	Upton Town Hall, Grd Floor Meeting Room Monday, 08 Feb 2016 T/B/D	Amanda will generate an agenda and post with the Town Clerk. Ken will reserve the conference room.
Adjourn the Meeting	Chairman	The meeting was adjourned at 7:03PM	Informational