

# Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust  
 Meeting Purpose: General Business Meeting  
 Chairman: Amanda Graham  
 Date, Time, Location: Monday, 07 March 2016 // Upton Town Hall, Selectmen's Conference Room // 6:00PM  
 Meeting Number: #2-2016.03  
 Members Present: Amanda Graham, Ken Picard, Richard Whitehouse, Karen Itinarelli  
 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 #1-2016-01 as submitted. The motion was seconded. The motion was voted, the motion passed 4 – 0.	Ken will submit approved meeting minutes to the Town Clerk.
Other Topics Not Reasonably Anticipated Chapter 61A Property	Chairman	The representatives of the Open Space Committee came before the AHT to discuss a Chapter 61A property located on East Street. The property is a remaining section of Amato Farms located on the western side of East Street. The OSC was inquiring if the AHT would be interested in working on this shared opportunity. The two groups discussed general development ideas, asking price for the property, and time lines. The AHT decided to pass on the opportunity due to cost, concerns about the ability to meet timelines, and the lack of a defined plan.	
Define the plan for shared services	Trish Settles	Trish started the discussion with reviewing the proposed memorandum of understanding (MOU). The Trustees were in agreement with the content and scope of services presented. Minor changes would be made to customize the document for Upton. The Trustees expressed emphasis of maintaining records, data, and working on a development plan. The Trustees also expressed a desire to have a zoning bylaw special permit process to streamline the process for small and large scale projects. The Trustees also wanted coordination community support of affordable housing. The Trustees thought it would be best if Upton took the lead in this shared services opportunity.	Trish would provide an updated document to the Trustees.

Orchard Street Lot, RFP for AHT development.	Amanda	The Trustees discussed the current septic system design of the Orchard Street lot. There are two major concerns. The current design is for a single family 4 bedroom dwelling and the physical lot restrictions to relocate or expand the system. The Trustees agreed it would be up to the developer to determine if the lot would accommodate more than one dwelling unit.	Informational
Next Meeting Look Ahead <ul style="list-style-type: none"> <li>• Location</li> <li>• Date &amp; Time</li> <li>• Topics</li> </ul>	Chairman	Upton Town Hall, Grd Floor Meeting Room Monday, 28 March 2016 // 6:00pm 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 7:15PM	Informational