

Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust
 Meeting Purpose: General Business Meeting
 Chairman: Jim Brochu
 Date, Time, Location: Monday, 12 January 2015 // Upton Town Hall, Conference Room G07 // 6:00PM
 Meeting Number: #1-2015.01
 Members Present: Amanda Graham, Dick Desjardins, Ken Picard, Jim Brochu
 Minutes Status: **Approved**

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Jim Brochu	The meetings was called to order at 6:00pm The agenda was reviewed and approved.	Informational
Approval of Previous Meeting Minutes	Jim Brochu	A motion was made to approve the minutes of meeting #2-2014.12 as submitted. The motion was seconded. The motion was voted, the motion passed 4-0. Majority Action	Ken will submit approved meeting minutes to the Town Clerk.
Provide overview of CMRPC training session on affordable housing trusts	Dick Desjardins	The training has been rescheduled for Thursday, 15 January 2015	Informational
Overview of services offered by Mass Housing Partnership & CMRPC	Susan Connelly & Chris Ryan	Susan provided an overview of the services and assistance that Mass Housing Partnership offers communities and developer. <ul style="list-style-type: none"> ➤ Affordable housing planning ➤ 40B technical assistance ➤ Training session ➤ Funding assistance ➤ Other items Susan recommended a training session for all town officials that have potential interaction with affordable housing decision making. The training will take place on June 10 & 11 at Fort Devens. Susan also discussed having professional staff work out of a central office with a	Informational & Jim will reach out to CMRPC for Towns with the same demographic similar to us and the willingness to form some type of collaboration for professional help with affordable housing production.

		<p>regional focus. Funding of this office could be provided from CPA funding.</p> <p>Susan also mentioned about having CPA funds automatically transferred to the AHT annual. The current level of funding will limit the amount of opportunities and impact.</p> <p>Note the attached link to view the MPC presentation. (waiting for Susan to forward)</p>	
Update on Grant Trust Agreement creation process	Jim Brochu	<p>Jim reviewed an email that the trustees received from Town Counsel about creating a grant trust agreement. The CPC has agreed to pay for half the cost up to \$1,000.</p> <p>A motion was made to have Town Counsel create a grant trust agreement between the AHT and the CPC. The motion was seconded. The motion was voted, the motion passed 4-0. Majority Action</p>	Jim will contact the Town Manager to assist with coordinating action with Town Counsel.
Other Topics Not Reasonably Anticipated	Amanda Graham	Amanda suggested that the AHT visit other communities, similar to Upton, with affordable housing development.	Jim will reach out to CMRPC for planning and coordination assistance.
<p>Next Meeting Look Ahead</p> <ul style="list-style-type: none"> • Location • Date & Time • Topics 	Chairman	<ul style="list-style-type: none"> • Upton Town Hall, Conference Room G07 • Monday, 09 February 2015 @ 6:00pm • Meet with Habitat for Humanity 	<p>Amanda will confirm availability of Habitat for Humanity</p> <p>Jim will generate an agenda.</p> <p>Ken will post a meeting notice with the Town Clerk.</p>
Adjourn the Meeting	Chairman	The meeting was adjourned at 7:24pm	Informational