

Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust
 Meeting Purpose: General Business Meeting
 Chairman: Jim Brochu
 Date, Time, Location: Monday, 13 July 2015 // Upton Town Hall, Conference Room G07 // 6:00PM
 Meeting Number: #4-2015.07
 Members Present: Amanda Graham, Dick Desjardins, Ken Picard, Jim Brochu, Karen Intinarelli
 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 6:00pm The agenda was reviewed and approved.	Informational
Approval of Previous Meeting Minutes	Chairman	A motion was made to approve the minutes of meeting #3-2015.03 as submitted. The motion was seconded. The motion was voted, the motion passed 5 – 0.	Ken will submit approved meeting minutes to the Town Clerk.
Grant Trust Agreement with CPC	Chairman	Jim updated the AHT committee about his meeting with the CPC with respect to the trust agreement. Jim also provided highlights of the trust agreement to the AHT. Karen asked if a trust agreement was needed. Jim responded that it was a standard operating procedure when funding is provided to a trust, when that funding has specific limitation for its use. A motion was made to forward the draft agreement to Town Counsel to fill in the blanks and to remove Robert Fleming as a trustee and to add Karen Intinareilli. The motion was seconded. The motion was voted, the motion passed 5 - 0.	Jim is to forward the document to the Town Manager and ask the Town Manager to forward to counsel.
Discuss meeting with other towns to share resources	Chairman	A general group discussion about working with other towns and with CMRPC for assistance with administration and the promotion of affordable housing.	Amanda will reach out to surrounding towns to see if there are any shared opportunities.

<p>Potential Projects</p>	<p>Chairman</p>	<p>The Board discussed promoting affordable housing development throughout the community, specifically on 19 Glen Ave, Orchard Street, North Main Street, and on Hartford Ave. South</p> <p>A motion was made to request support from the Board of Selectmen to utilize the Town owned land on Orchard Street for Habitat for Humanity housing. The motion was seconded. The motion was voted, the motion passed 5 – 0.</p> <p>A motion was made to request support from the Board of Selectmen and the Planning Board to solicit an affordable housing component (money, land, or building of) for the proposed special permit senior housing application, formally known as Noble Vista. The motion was seconded. The motion was voted, the motion passed 5 – 0.</p>	<p>Jim to write a letter and forward to the BoS.</p> <p>Jim to write a letter and forward to the BoS and the Planning Board.</p>
<p>Other Topics Not Reasonably Anticipated</p>	<p>Chairman</p>	<p>The committee discussed creating an Upton Trust profile on the Towns web’s site.</p>	<p>Informational</p>
<p>Next Meeting Look Ahead</p> <ul style="list-style-type: none"> • Location • Date & Time • Topics 	<p>Chairman</p>	<p>Upton Town Hall, Conference Room G07 Monday, 10 August 2015 at 6:00pm T/B/D</p>	<p>Jim will generate an agenda.</p> <p>Ken will post a meeting notice with the Town Clerk.</p>
<p>Adjourn the Meeting</p>	<p>Chairman</p>	<p>The meeting was adjourned at 6:56pm</p>	<p>Informational</p>