

# Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust  
 Meeting Purpose: General Business Meeting  
 Chairman: Amanda Graham  
 Date, Time, Location: Monday, 21 September 2015 // Upton Town Hall, Conference Room G07 // 6:00PM  
 Meeting Number: #6-2015.09  
 Members Present: Amanda Graham, Ken Picard, Karen Itinarelli, Richard Whitehouse Jr.  
 Minutes Status: **Approved**

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Chairman	The meeting was called to order at 6:08PM.  The agenda was reviewed and approved.	Informational
Approval of Previous Meeting Minutes	Chairman	A motion was made to approve the minutes of meeting #4-2015.07 as submitted. The motion was seconded. The motion was voted, the motion passed 4 – 0. A motion was made to approve the minutes of meeting #5-2015.08 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.
Locations for Affordable units Orchard Street & Hartford Ave North	Ken Picard	Ken provided a status update on the letters sent to the Board of Selectmen. The Orchard Street letter requested that a Town owned lot be used for affordable housing development. Note the attached. The Hartford Ave North letter requested that the project developer be required to include affordable housing in or remotely from the development. Note the attached. The Trust agreed that it should send a letter to the Special Permit Granting Authority, Upton Planning Board, requesting that SPGA require a minimum of 10% affordable housing associated within the development.	Ken will draft a letter for the Trust to review and for the Chair to sign.
Assistance from CMRPC with respect to affordable housing.	Amanda Graham	Amanda updated the Trust on a meeting that the Town Manager, Blythe Robinson, had with a CMRPC representative, Trish Settles, and the Mendon Town Administrator. CMRPC will assist in writing grants to facilitate affordable housing; one such grant would be to hire a shared affordable housing coordinator. The coordinator could be utilized by multiply towns. It was recommended that the Trust meet with the CMRPC representative as soon as possible. Amanda updated the Trust on a conversation she had with the Westborough Affordable Housing Committee chair. Westborough currently meets the 10% requirement, therefore will not support joining a collaborative for an affordable	Amanda will schedule a meeting with Trish Settles.

		housing coordinator. The Town of Westborough is able to maintain the 10% requirement with an inclusionary housing development requirement for all new development.	
<p>Other Topics Not Reasonably Anticipated</p> <ul style="list-style-type: none"> <li>• 149 Main Street</li> </ul>	Ken Picard	Ken updated the Trust about a conversation that the Board of Selectmen had with Lobisser Building Corporation with respect the 149 Main Street. The developer has indicated that he would like to build and own “boutique” apartments at this location. The developer indicated he would like to build two / three buildings with twelve to nine units in each building. He would also include affordable housing within the development. The advantage to the Town with this arrangement is even though not all the rental units are affordable, if a threshold is met all the rental units are counted toward the affordable 10% requirement. The developer also indicated he could cut off some land and sell it to the Town for municipal purposes.	Informational
<p>Next Meeting Look Ahead</p> <ul style="list-style-type: none"> <li>• Location</li> <li>• Date &amp; Time</li> <li>• Topics</li> </ul>	Chairman	<p>The next meeting is tentatively scheduled for:</p> <ul style="list-style-type: none"> <li>• Upton Town Hall, Conference Room G07</li> <li>• Monday, October 19, 2015 @ 6:00pm</li> <li>• T/B/D</li> </ul>	<p>Amanda will generate an agenda.</p> <p>Ken will post a meeting notice with the Town Clerk and reserve the conference room.</p>
Adjourn the Meeting	Chairman	The meeting was adjourned at 7:00PM	Informational