

West Boylston Affordable Trust

June 9, 2015

Meeting Minutes

Members present: Robert J. Barrell, Marc Frieden, John Hadley, Anna Mary Kraemer and Patricia Halpin

Also present: Dave Femia

Chairperson Halpin called meeting to order at 6:00 p.m.

The meeting minutes of the March 10, March 26, May 5, 2015 were read, corrected and approved on a motion by Mr. Hadley and seconded by Mr. Frieden. This motion was unanimously approved.

Ms. Halpin advised Trust members that the Trust must reorganize. Mr. Hadley advanced the following slate of officers.

Ms. Halpin, Chairperson

Ms. Kraemer Vice Chairperson

Mr. Barrell, Clerk

Mr. Frieden moved that the above slate be approved. This motion was seconded by Mr. Hadley and approved by all.

Ms. Halpin circulated the 2016 signature authority form required by the Office of the Town Accountant. This form is remitted annually for authorization on payment vouchers. The form was executed by the Trust members.

Presently, Mr. Heaton's contract with the Town for services as the Community Housing Specialist has expired. In response to a request for proposals prepared by the former town administrator two proposals were received. H&H Associates (Mr. Heaton) and Community Opportunities Group (Mr. Sanborn). Copies of each proposal were distributed to the Trust members for evaluation. A methodology to evaluate the proposals prepared by Ms. Halpin was reviewed and acknowledged as beneficial. A necessary step in the evaluation process is to interview the representatives of each firm. A special meeting shall be scheduled for June 16, 2015 to interview the firms and make a recommendation to the Trust. Three members of the Trust, Mr. John Hadley, Anna Mary Kraemer and Patricia Halpin will participate as will the town administrator Mr. James Purcell.

The financial report for affordable housing projects prepared by the town accountant dated May 13, 2015 with an estimated year end balance of \$91,251.23 was reviewed. H&H submitted a draft AHT Budget dated June 1, 2015. Some concerns were raised regarding the budget but tabled until Mr. Heaton could provide a detailed explanation.

Two letters drafted by Mr. Heaton regarding the status of the comprehensive permit for Afra Terrace 40B development were examined. One letter to Mr. Iqbal Ali , the developer of Afra Terrace and the other to Mr. Thomas Gleason, executive director of MassHousing requesting completion of an audit of Afra Terrace. Mr. Hadley moved that these letters be executed and reviewed by the Board of Selectman. This motion was seconded by Anna Mary Kraemer and approved by all.

Meeting adjourned at 7:15 on a motion by Mr. Hadley and seconded by Mr. Barrell. This motion was unanimously approved.

Respectfully submitted,

Robert J. Barrell