

West Boylston Affordable Trust

January 12, 2016

Meeting Minutes

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

Also present: Dave Femia, Paula Stuart, Kristina Pedone, Karen Pare

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

The meeting minutes of November 20, 2015 were read and approved on a motion by Mr. Frieden and seconded by Ms. Kraemer. This motion was unanimously approved.

Ms. Pare is present to discuss the capacity of the town's software programs. It is the goal of the Trust to have the Subsidized Housing Inventory accessible via a software program. Additionally the creation of a repository for safe keeping of important documents is an important goal and will facilitate more communication among and between the boards, that is, the ZBA, Planning Board, Building Inspector. Ms. Pare advised the Trust that until she has time to review the scope of the work she is unable to determine the number of hours it would take to make the system operational. Ms. Pedone and Ms. Pare will meet with the goal to develop an agreement for the work by March 1.

The data entry for this project could be achieved with the assistance of an intern. A job description was reviewed. Further discussion is needed to perfect the role of the intern.

Ms. Stuart is working on the Subsidized Inventory. The Department of Housing and Community Development will send an updated Inventory at that time it may be updated and corrected if required.

Ms. Stuart provided a draft of the an enforcement letter to Richard Setterlund regarding 26 Jasmine Drive. Mr. Setterlund is renting an affordable unit. The Regulatory Agreement prohibits renting affordable units. The letter outlines the obligations of the owner and demands payment of all rents secured to be paid to the Affordable Housing Trust. The Zoning Board of Appeals is responsible for enforcement. Ms. Stuart advised that it should be reviewed by town counsel.

Ms. Stuart also furnished a draft letter to Jennifer A. Wierl, Auditor, MassHousing stating the possible violations of the comprehensive permit at Afra Terrance. Of particular concern is the impact the sale of units to related parties on the cost certification. The owners of the condos conveyed their disappointment that Conservation Commission requirements have not been completed in a letter authored by Regina Brodeur. These letters enumerate the concerns of the owners and the town boards.

Mr. Barrell reported the results for the reworked request for survey proposals for 87 Maple.

The following three proposals were received :

Andrysick Land Survey	\$14,900.00
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John E. Finlay II P.E.	\$15,500.00
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Jarvis Land Survey	\$15,600.00
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No action taken on the above proposals.

Ms. Halpin and Mr. Barrell attended a workshop prepared by the Mass Housing Partnership. The workshop distributed operations manual for housing trusts. The workshop was informative.

The next meeting is scheduled for February 23, 2016.

Motion to adjour by Mr. Barrell seconded by Mr. Hadley and approved by all.

Respectly submitted:

Robert J. Barrell