



**Town of West Boylston**  
140 Worcester Street, West Boylston, Massachusetts 01583

## **The Affordable Housing Trust Meeting Minutes August 10, 2020**

**MEMBERS PRESENT:** Robert J. Barrell, Marc Frieden, John Hadley, Anna Mary Kraemer, and Patricia Halpin

This meeting was conducted remotely using the ZOOM software. The required Chairperson statement was read as prescribed by the Governor's order.

The minutes of the March 26, 2020 meetings were reviewed and approved by a motion by Mr. Hadley and seconded by Robert Barrell. This motion was approved by all present.

The Chair advised the Trust members that the contract with Community Opportunity Group Inc. (COG) needs to be extended. This extension would be for one year at an hourly rate of \$130.00 not to exceed \$20,000.00. COG has assisted the Trust with numerous issues regarding affordable housing. Ms. Kraemer moved to extend the COG contract as outlined above and authorized the Chairperson to execute the contract. This motion was seconded by Mr. Hadley and approved by all via roll call.

The application for Community Preservation Funds is due. After some discussion it was agreed that the Trust is to request \$25, 000.00. The Chairperson shall make the presentation to the CPC.

The meeting turned to a discussion as how to promote awareness of the affordable town housing programs. Applicants need to have prepared required documents to facilitate and satisfy the selection process. In order to assist applicants in this process a checklist of documents would be useful. This checklist and explanation of the application process on the affordable housing web site is needed. Additionally, applicants may be also directed to informative web sites. Mr. Frieden proposed that the Trust direct COG to develop the checklist and enhance the Affordable Housing web site. This motion was seconded by Mr. Barrell and approved by all.

Trust members reviewed the account balances.

Mr. Barrell moved to adjourn the meeting at 6:50 p.m. This motion was seconded by Mr. Hadley and approved by all.

Respectfully submitted:

Robert J. Barrell