

GEORGETOWN AFFORDABLE HOUSING TRUST

Memorial Town Hall ♦ One Library Street ♦ Georgetown MA 01833



DATE:

April 14, 2021

ATTENDEES: 5

David Surface – Chairman

Charles (Kip) Durney – Trustee

Shawn McGee – Trustee

Dianna Twomey – Administrative Assistant

GUESTS: 0

Virtual Audio Meeting opened at 6:02 PM by David Surface

MINUTES:

Motion to accept Minutes from March 17, 2021 made by Kip, 2nd Shawn, David: 3 Approvals, Motion Approved

OLD BUSINESS:

RAP – No new applicants. Client 20-09 had quarterly review – no change at this time

ERAP – New applicant was approved for 3-month subsidy. Subsidy will run from May 1st – July 1st 2021

RAP Program Voucher:

Client 20-09 - \$446.00

ERAP Program Voucher:

Client 21-01 - \$135.00

Motion to approve applicant as ERAP client number 21-01 for 3months subsidy, and to pay RAP client 20-09 and ERAP client 21-01 vouchers was made by Shawn, 2nd Kip, David: 3 Approvals, Motion Approved

Bills Payable – Vouchers:

30 East Main Street:

\$468.32 – Allied Property Management –Condo Fee

\$20.46 – Georgetown Electric

\$43.59 – National Grid

Motion to pay 30 East Main Street Unit 4 vouchers made by Kip, 2nd Shawn, David: 3 Approvals, Motion Approved

32 Lisa Lane:

\$258.48 – National Grid

\$78.25 – Georgetown Electric

\$85.60 – Georgetown Water Department
\$835.75. – Kimball Mechanical Services

Motion to pay Lisa Lane vouchers made by Shawn, 2nd Kip, David: 3 Approvals, Motion Approved.

CPC – The Affordable Housing Trust Block Grant in the amount of \$92,000 has been approved by the CPC and ready for Town Meeting in June,

65 Central Street – the apartments above CVS are nearing completion. The AHT is expected to receive a check in the amount of \$157,000.00. Dianna will remind Angelo (new Building Inspector), and John Cashell, Planning Board, that we are expecting the payment before an occupancy permit can be issued. David also spoke to Angelo.

30 East Main St Unit 4 – Dianna is working with Kristen Costa, L.A. Associates, Inc, to prepare the DHCD LIP Local Action Unit Application. This process must be done to get 30 East Main Street Unit 4 on the SHI list. Dianna is also working with Paula Stuart, Community Development Strategies, to do the following:

1. Prepare and obtain approval of an Affirmative Fair Housing Marketing and Resident Selection Plan that complies with all necessary regulations;
2. Prepare advertising materials and list of media (local, regional, and minority newspapers, websites, statewide and regional housing portals (Mass Access, Metro List); Note this task includes preparing newspaper advertisements and posters but the Trust is responsible for paying for and placing newspaper ads). Community Development Strategies (CDS) will handle placement on all statewide websites as well as distribution to local and regional agencies and organizations;
3. Prepare and distribute applications and informational materials. (Note: CDS will provide posters and application packages to the Trust to place on Town and/or Trust websites and to distribute at Town Hall and Public Library (if open)
4. Conduct a public information meeting for potential applicants at least 30 days prior to the application deadline (Note: Meeting to be held via ZOOM due to Covid-19 restrictions);
5. Interact with individuals and organizations to answer questions and assist with preparation of eligible applications;
6. Process and approve applications for placement in Lottery;
7. Conduct an affordable housing lottery in accordance with the approved AFHMP and create an initial waiting list based upon the results; (Note: Lottery to be held via ZOOM due to Covid-19 restrictions);
8. Submit qualified applications received in the order selected in the lottery for the Trust to conduct any additional tenant screening and lease the affordable unit; (Note unit files will be submitted one at a time with approval forms in order selected in the lottery until the unit is rented to an acceptable tenant);
9. Once unit is leased, CDS will provide all applications received and a final report regarding the status of the Lottery and Marketing effort.

A motion to allow GAHT Administrative Assistant, Dianna Twomey, to execute and enter into contract with Community Development Strategies and L.A. Associates not to exceed the amount of \$7,700.00 was made by Kip, 2nd Shawn, David: 3 approvals, Motion Approved

32 Lisa Lane – Kimball Mechanical Services repaired the furnace. Rescon Basement Solutions will begin installing French drain system on 4/26/2021 – May 5, 2021. Also, at 32 Lisa Lane, AHT members were given the garage code by email to walk through the property. Everyone agreed that the property was too large to be kept as an 'affordable' home. David will look into options of selling the property at market rate, and use the monies to invest in another property. The board explored the option of building a multiunit home, and will revisit purchasing 28 Central Street. Dianna will look for other opportunities as they become available.

4 Malloy Road – Dana Nunan has not provided the AHT the information requested at our last meeting on 3/17/2021. Table for the next meeting in May.

28 Central Street – David has been in talks with Matt Newhall, property owner, to discuss options. The AHT is interested in creating an affordable unit.

New Business –

67 West Main Street – A vacant 2 family home that has been sitting empty for quite some time. This property shares the lot with Richdale. The owner of the property has called Town hall looking to subdivide it. However, Angelo, Building Inspector, doesn't believe it can be. Dianna will try to contact the owner to see if we can work with him and create the building into two affordable apartments in a lease type arrangement. Will put this on the agenda for May.

Action Items –

30 East Main Street Unit 4 – Lottery – Add to SHI

32 Lisa Lane – DHCD – Removal from SHI – Market Value Amount- Removal of Deed Rider-

67 West Main Street – Call owner and discuss property options

ERAP – Monies Spent

Admin - Report

ADJOURNMENT:

Motion to adjourn at 6:48 PM made by David, 2nd Shawn, Paul, Kip: 4 Approvals: Motion Approved

NEXT MEETING:

May 12, 2021 @ 7:00 PM