

# GEORGETOWN AFFORDABLE HOUSING TRUST

Memorial Town Hall ♦ One Library Street ♦ Georgetown MA 01833



## **DATE:**

November 17, 2020

## **ATTENDEES: 4**

David Surface - Chairman

Paul Nelson – Secretary & Trustee

Charles (Chuck) Keilty – Trustee

Charles (Kip) Durney – Trustee

Dianna Twomey – Administrative Assistant

## **GUESTS: 0**

Virtual Audio Meeting opened at 6:00 PM by David Surface

## **MINUTES:**

Motion to accept Minutes from October 20, 2020 made by Paul, 2<sup>nd</sup> Chuck, David: **3 Approvals, Motion Approved**

## **OLD BUSINESS:**

**RAP Program** – Client 19-09- Contract expiring

**ERAP** – No new applicants

## **VOUCHERS:**

RAP Clients 19-09 – Final contract payment

ERAP Client 20-03 – Final contract payment

ERAP Client 20-04 - 2<sup>nd</sup> payment in contract

ERAP Client 20-05 - 2<sup>nd</sup>- payment in contract

Allied Property Management – Condo fee - 30 East Main St Unit 4 for January - \$468.32

Georgetown Electric - \$23.23 – 30 East Main St Unit 4

Georgetown Electric - \$35.17 – 32 Lisa Lane

National Grid – 30 East Main Street Unit 4 \$8.55

White Birch – 32 Lisa Lane- \$130.00- October – Mowing

Motion to pay Vouchers made by Paul, 2<sup>nd</sup> Chuck, David: **3 approvals, Motion Approved.**

**30 East Main St Unit 4** – Windows are expected to be available for pick up on or around December 5<sup>th</sup>. The spike in COVID cases along with a company merger between Lanser and Harvey has caused a delay in the production of our windows. David Foss, David Foss & Sons LLC, believes he will need just one week to complete the work, and plans to start the work as soon as the windows are available. Dianna has obtained a building permit and has

placed it in the unit. Dianna and Les, Building Inspector, will monitor work. The board also discussed the need for 3-bedroom rentals in the area and will vote on whether to rent or sell the 'affordable' units at our next meeting on 12/16/2020

**32 Lisa Lane** – Rescon Basement Solutions was out at Lisa Lane and determined that a full french drain system would solve the water/mold issue in the basement. We received a quote of \$23,130.00. Dianna will speak to Mike, Town Administrator, on the process of entering into contract, or if we are required to get quotes from other companies. According to the Mass Law Chapter 30B, a contract valued between \$10,000 and \$50,000 requires that bids be solicited from (bid info sent to) at least 3 vendors, but 30B allows selection if only 1 or 2 actual quotes are received back from vendors.

Motion to enter into contract with Rescon Basement Solutions not to exceed the amount of \$25,000.00 with Dianna Twomey as signature representing the AHT, pending the outcome of contract process, was made by Chuck, 2<sup>nd</sup> Paul, David: **3 approvals, Motion Approved**

**65 Central Street** – seems to be in the final stages of completing project. Les, Building Inspector, has put the AHT on his checklist before issuing an occupancy permit. We are expecting \$157,000.00

**Housing Choice Small Town Capitol Grant** – an application will be submitted with the basement repair at 32 Lisa Lane as the AHT 'project'. Applications must be submitted by December 8<sup>th</sup>. Awards are expected to be announced in February 2021.

**CPC Grant** - David will request \$98,000.00 from the CPC

(Kip joins meeting)

**Housing Production Plan** -Review and update. Previous Housing Plan has not been updated since 2016/2017

### **NEW BUSINESS:**

102 Central Street Apartment 2 – Homeowner is in need of refinancing in order to replace her current (aging) HVAC system. She is requesting approval from the AHT to do so per her affordable deed rider requirement. A motion to allow refinancing of home loan with 'cash out' in the sum of \$10,000.00 to replace HVAC system contingent on proof of

- 1) A current HVAC replacement estimate 2) a copy of the receipt paid within 60 days of work completion was made by Paul, 2<sup>nd</sup> Chuck, Kip, David: **4 Approvals, Motion Approved**

### **ACTION ITEM(S):**

Begin Mass Law 30B quote solicitation process for basement water-proofing at 32 Lisa Lane.

Housing Choice Small Town Capitol Grant – complete application process using 32 Lisa Lane 'water-proofing' as 'project'.

Housing Production Plan – determine if LDS Consulting is available to update the 2017 issued HPP. If not locate alternative vendor.

Obtain updated HVAC quote from 102 Central Street Unit Apartment 2

### **ADJOURNMENT:**

6:35 PM

***NEXT MEETING:***

*December 16, 2020 @ 6:00 PM*