

# GEORGETOWN AFFORDABLE HOUSING TRUST

Memorial Town Hall ♦ One Library Street ♦ Georgetown MA 01833



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## DATE:

October 20, 2020

## ATTENDEES: 6

David Surface - Chairman

Paul Nelson – Secretary & Trustee

Shawn McGee – 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 September 8, 2020 made by Kip, 2<sup>nd</sup> Paul, Shawn, David, Chuck: **5 Approvals, Motion Approved**

## OLD BUSINESS:

### **RAP Program –**

Client 19-09 contract will expire 12-31

Client 19-08 contract has expired and would like to renew, however, has been on the program for quite some time.

The RAP application document was discussed regarding extending contracts over a year. The document states

“Whereas, GAHT has available funds to provide short-term rental assistance to low income and moderate-income tenants leasing decent, safe, and sanitary housing units...”

A motion to move Client 19-08 into the ERAP program for 3 months as client number 20-05 was made by Paul, 2<sup>nd</sup> Kip, Chuck, Shawn, David: **5 Approvals, Motion Approved**

**ERAP** – Emergency Rental Assistance Program – One new applicant – Client 20-03 - 3 months subsidy with monthly review.

Motion to approve ERAP client 20-03 for 3-month subsidy with monthly review starting November – January 2021 made by Paul, 2<sup>nd</sup> Shawn, Kip, Chuck, David: **5 Approvals, Motion Approved**

## VOUCHERS:

RAP Clients 19-09 – December

ERAP Client 20-03 – November

ERAP Client 20-04 November

ERAP Client 20-05 (Formally RAP Client 19-08) December

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

Georgetown Electric - \$11.83 – 30 East Main St Unit 4

Georgetown Electric - \$28.86 – 32 Lisa Lane

White Birch – 32 Lisa Lane- \$195.00- September – Mowing

BMO – Town Credit Card – Dehumidifier at Lisa Lane - Staples \$458.41

Minuteman Press – Office Items - \$150.00

Carullo and Sons – Downspout Extension at 32 Lisa Lane - \$250.00

*Motion to pay Vouchers made by Paul, 2nd Chuck, Kip, Shawn David: **5 approvals, Motion Approved.***

**30 East Main St Unit 4** – Windows are expected to be available for pick up on or around November 2nd. 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 in. 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' unit

**32 Lisa Lane** – A contractor, Franco Carullo of Carullo and Sons LLC, was hired and has extended the downspout away from the foundation under the back deck. Franco recommended a french drain be installed to help move the water away from the property. **Action Item** – to remove subfloor and have a basement water proofing company in to evaluate. Dianna will continue to check property every other day

**206 West Main Street** – Rock Pond – on hold until next AHT meeting.

**Longview-** Local preference has not been given to Georgetown residents despite it being clearly stated in the decision made by the Planning Board back in 2001. Paul and Dianna are working with Norino Mirra, property owner, Jennifer Fossarelli, manager of Longview, Marie Moraski, Dolben company district manager, to ensure that, from this day forward, Georgetown residents will have priority when being added to the affordable waiting list. Applicants must have lived in town within the last 2 years as part of the qualifications. Dianna and Paul will monitor Longview's affordable preference list. Board gave David, AHT Chairman, authorization to sign NDA with Longview.

**North Shore Home Consortium Grant and Housing Choice Small Town Capitol Grant** – applications will be submitted for both Grants. Dianna will collect signatures from Mike, Town Administrator, and Kerri, Town Clerk. The application will be driven to the North Shore Home Consortium at Peabody City Hall, no later than noon on Friday 10-23-2020.

*Motion for David to sign the North Shore Home Consortium Grant Application for the GAHT made by Paul, 2<sup>nd</sup> Chuck, Kip (Abstain), David: **3 approvals, 1 abstention: Motion Approved***

**Agent Review-** Administrative Assistant review has been completed. Feedback was given to Dianna on the results – which were very positive. Next evaluation will take place in October 2021. Normally, this is about all that is reported, actual ratings by individuals are not disclosed.

*Motion to increase Administrative Assistant salary to \$23.00 effective immediately made by Paul, 2<sup>nd</sup> Chuck, David, Kip: **4 approvals: Motion Approved***

## **NEW BUSINESS:**

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

CPC Grant – Paul will put together a request for CPC funds

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

Subfloor removal/basement waterproofing at 32 Lisa Lane.  
Housing Choice Small Town Capitol Grant application process  
Paul and David will draft a list of goals for Dianna  
CPC Grant request

***ADJOURNMENT:***

*7:26 PM*

***NEXT MEETING:***

*November 17, 2020 @ 6:00 PM*