

GEORGETOWN AFFORDABLE HOUSING TRUST

Memorial Town Hall ♦ One Library Street ♦ Georgetown MA 01833



DATE:

August 11, 2020

ATTENDEES: 5

David Surface - Chairman
Paul Nelson – Secretary & Trustee
Charles (Kip) Durney – Trustee
Charles (Chuck) Keilty - Trustee
Dianna Twomey – Administrative Assistant

GUESTS: 0

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

MINUTES:

Motion to accept Minutes on July 14, 2020 made by Paul, 2nd Kip, David: Motion Approved.

OLD BUSINESS:

30 East Main St Unit 4 – Condo Association has accepted the design presented for the replacement windows. A contract will be written up by David Foss, David Foss & Sons LLC, for signature.

Motion to authorize Chairman, David Surface, to sign contract made by Paul, 2nd Kip, Chuck, David: **Motion Approved.**

ERAP – Emergency Rental Assistance Program - A program designed to help Georgetown renters affected by COVID-19 will be extended through September 30, 2020. Currently there are no active participants in this program. Dianna will work with Longview to determine if there are other potential candidates. Charles (Kip) Durney will provide a link to application on the Towns Facebook Page.

32 Lisa Lane –Dianna and Paul will work with DHCD hire a 'qualified Monitoring Agent' to perform the advertising and lottery for the property – as required by the DHCD. Dianna will continue to

check property every other day. Dianna will contact a licensed contractor to view the property to resolve water/moisture in the basement.

65 Central Street – Rental Apartments: there was discussion on whether the developer had paid the Town/GAHT the in-lieu payment of \$157,000 for the rental units as it appears, they are almost ready for occupancy. Information from John Cashell on 8/12 confirmed that the payment had not been made, but that the developer had not requested occupancy permits.

VOUCHERS:

RAP Clients 19-09, 19-08, 20-02 – for October

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

National Grid – 32 Lisa Lane - \$30.83

Georgetown Electric - \$13.78 – 30 East Main St Unit 4

Georgetown Electric - \$30.95 – 32 Lisa Lane

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

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

NEW BUSINESS:

Administrative Assistant Salary – David indicated that he had spoken with Mike F regarding this, and that there should be an immediate increase in the Admin salary to \$21.00 and later (TBD) there would be a 'merit review' based on how the Admin person has performed against the requirements of the job (as agreed upon by the GAHT Trustees)

Motion to immediately increase Administrative Assistant Salary to \$21.00 an hour made by Chuck, 2nd Paul, Kip, David: Motion Approved.

ACTION ITEM – Administrative Assistant Review

ADJOURNMENT:

6:42 PM

NEXT MEETING:

September 8, 2020 @ 6:00 PM