

GEORGETOWN AFFORDABLE HOUSING TRUST

Memorial Town Hall ♦ One Library Street ♦ Georgetown MA 01833



DATE:

July 14, 2020

ATTENDEES: 6

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

GUESTS: 0

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

MINUTES:

Motion to accept Minutes on June 24, 2020 made by Paul, 2nd Chuck, Kip, David, Shawn: Motion Approved.

OLD BUSINESS:

30 East Main St Unit 4 – **Action Item** - Contact Harvey windows directly for a Cad drawing of the replica windows that will replace the existing windows to present to the condo board. Contact Window Nation for an estimate.

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 other potential candidates.

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.

VOUCHERS:

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

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

National Grid – 32 Lisa Lane - \$64.29

Georgetown Electric - \$10.63 – 30 East main st Unit 4

Georgetown Electric - \$32.15 – 32 Lisa Lane

DiVirgillio Insurance Agency – 30 East Main Street Unit 4 - \$580.40

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

NEW BUSINESS:

ACTION ITEM - Administrative Assistant Salary Review – David will reach out to Mike Farrell – Executive Session

Retroactive to today 7/14/2020

ACTION ITEM - David will also reach out to Mike regarding a mechanism for paying small out of pocket purchases that can not wait going through the voucher process.

Financial Support for purchases related to 32 Lisa Lane, 30 East Main Street Unit 4, office supplies, ect.

Paul and Kip (Charles Durney) Need to be reappointed by July 30, 2020

ADJOURNMENT:

6:37 PM

NEXT MEETING:

August 11, 2020 @ 6:00 PM