

# GEORGETOWN AFFORDABLE HOUSING TRUST

Memorial Town Hall ♦ One Library Street ♦ Georgetown MA 01833



## ***Georgetown Affordable Housing Trust & Georgetown Affordable Task Force Joint Meeting***

### **DATE:**

July 12, 2022

### **ATTENDEES: 5**

David Surface - Chairman AHT & Trustee AHTF

Pete Kershaw – Chairman AHTF & Trustee AHT

Charles (Chuck) Keilty – Trustee AHT & AHTF

Tim Ruh – Trustee – Trustee AHT & AHTF

Dianna Twomey – Administrative Assistant

### **GUESTS: 0**

Affordable Housing Trust meeting opened at 6:30 PM by Chairman, David Surface

Affordable Housing Task Force meeting opened at 6:31 PM by Chairman, Peter Kershaw

### **MINUTES:**

May 11, 2022 – Moved to next meeting

### **OLD BUSINESS:**

RAP – 22-02 - \$333.00 – Last and final payment

ERAP – Currently no clients

We are receiving applications and inquiries regarding applying, however, income guidelines put people just above the maximum income amount to qualify. With the rising costs of gas, food, etc., residents are struggling to balance inflation and pay their rent. Dianna will reach out to the DHCD regarding income guidelines, and will research other programs that may be useful for the community.

***Motion to pay subsidy for RAP client 22-02 in the amount of \$333.00 was made by Tim, 2<sup>nd</sup> Chuck, Pete, David: 4 Approvals, Motion Approved.***

### ***Bills Payable – Vouchers:***

30 East Main Street:

\$468.32 – Allied Property Management Other:

***Motion to pay Allied Property Management was made by Tim, 2<sup>nd</sup> Pete, Chuck, David: 4 Approvals, Motion Approved.***

Other:  
\$50.00 – Phone

***Motion to pay Verizon voucher was made by Chuck, 2<sup>nd</sup> Pete, Tim, David: 4 Approvals, Motion Approved***

30 East Main St Unit 4- We have received rent for July. Utilities have been transferred into tenant's name(s). Also at 30 EMS, there was a special assessment fee to be paid to Allied Property Management in the amount of \$322.00. This fee was due to an internal ground fault in the existing fire panel. The only way to correct the issue was to install a new panel. There was a leak in the common area of the main building. After inspection by a plumber, there appears to be a leak in the roof. Quotes are being collected, and we may have another special assessment fee in the near future. Dianna will remain in contact with the property management team.

***A motion to pay Allied Property Management for the special assessment fee in the amount of \$322.00 was made by Pete, 2<sup>nd</sup> Tim, Chuck, David: 4 Approvals, Motion Approved***

66 Parish Road – John Colantoni, Developer, spoke to Dianna and informed her that the Planning Board has approved our recommendation to construct a multiunit home that appears as a single family. In doing this, the AHT would receive two units as an alternative to one. Mr. Colantoni will be responsible to hold lotteries for each unit per the DHCD guidelines. He will also be responsible to submit all required documents to add the units to the SHI (Subsidized Housing Inventory). The next step is for counsel to review the plans. Mr. Colantoni has also expressed that he was interested in another smaller lot next to his to add to his current lot on Parish Road. It is unclear if the purchase was made. Dianna will follow up.

***New Business:***

CPC - CP3 Report – Dianna will submit this.

Acquiring Property – Tim has prepared a PowerPoint presentation regarding buying property for resale versus buying property and renting. Members discussed the pros and cons, size, condition, location, maintenance expenses, etc. The AHT/AHTF members also discussed how to spend incoming funds from the CPC. Dianna will continue to look, and attend open houses, for properties that fit an affordable criterion.

Administrator Assistant – On Monday, July 11, 2022, Dianna took an oath at Haverhill City Hall to become a Notary of the Public. Also, the Administrative Assistant job title and salary were discussed. Dianna has been with the Affordable Housing Trust for 5 years and has taken on many more responsibilities over the last 18 months.

***A motion to change the job title of Administrative Assistant to Affordable Housing Coordinator contingent upon the approval of Town Administrator, Orlando Pacheco, and increase the salary of an additional \$5.00 per hour was made by Chuck, 2<sup>nd</sup> Pete, David, Tim: 4 Approvals, Motion Approved.***

Items not reasonable anticipated by the Chair in 48 hours in advance of meeting - Dianna received the CPC Grant Agreement this afternoon. Signatures are required from the AHT/AHTF in order to transfer the CPC funds voted at ATM (Annual Town Meeting) in the amounts of \$595,000 and \$750,000 to the AHT account.

***A motion to sign CPC Grant Agreement for the Georgetown Affordable Housing Trust transfer of funds was made by Pete, 2<sup>nd</sup> Chuck, Tim, David: 4 Approvals, Motion Approved***

**Action Items** – Need a new member to join the AHT/AHTF  
Dianna will turn in the signed CPC Grant Agreement.

**ADJOURNMENT:**

***Affordable Housing Trust motion to adjourn at 8:00 PM made by Pete, 2<sup>nd</sup> Chuck, Tim, David: 4 Approvals: Motion Approved***

***Affordable Housing Task Force motion to adjourn at 8:00 PM was made by Tim, 2<sup>nd</sup> Chuck, Pete, David: 4 Approvals, motion Approved.***

**NEXT MEETING:**

Tuesday, August 16, 2022 @ 6:30 PM