



**TOWN OF GROTON**  
Affordable Housing Trust



Becky Pine, *Chair*  
Cynthia Lane-Hand, *Member*  
Colleen A. Neff, *Treasurer*  
Richard Perini, *Member*  
Carolyn Perkins, *Member*

**Minutes**  
Regular Session

Date: Thursday, January 7, 2021

Time: 7 pm

Location: Virtual meeting broadcast on Zoom and the Groton Channel pursuant to Governor's executive order concerning the Open Meeting Law

Members in attendance: Cindi Lane-Hand, Carolyn Perkins, Becky Pine, Colleen Neff and Rick Perini

Others in attendance: John Maynard (lives near Surrenden Farm), Judy Anderson

Handouts: Agenda, draft CPC application for Site Assessment

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Becky Pine called the meeting to order at 7:01 pm.

**Item #1:** Review complete draft proposal for CPC application for site assessment. Roll call vote may be taken.

Rick Perini worked with Fran Stanley to prepare the draft CPC application. Becky Pine introduced the re-titled Site Assessment agenda item by noting two changes that she suggests. First, she added market analysis to the list of predevelopment tasks as market analysis is a precondition for developers and funders. Next, she re-worded the management plan statement. Carolyn Perkins observed that a management plan is required by the CPC. The group noted some management areas that were clear such as that the Trust will vote on expenditures, will determine which project or task to undertake. The Trust agreed that they would coordinate with the Town Manager as Chief Procurement Officer for the Town and also the Town Accountant to ensure that Trust activities follow procurement laws and Community Preservation Act guidelines. Trust members directed Fran Stanley to expand the management plan as outlined by Trust members.

*Carolyn Perkins moved to accept the proposal as amended and for the proposal to be sent to the CPC ahead of the January 14, 2020 deadline. Rick Perini seconded and the motion carried 5:0 by roll call vote of Lane-Hand – aye, Perkins – aye, Neff – aye, Perini – aye and Pine – aye.*

Trust members discussed the need to gather letters of support for this funding application and agreed to reach out to the certain town committees (Groton Housing Authority, the Select Board, the Planning Board, and the Diversity Task Force) and a local community group (A Better Community). Select Board support is needed so that the Trust can investigate town owned parcels that are under the Select Board's control. Carolyn Perkins stated that the Affordable Housing Trust's application is for the dedicated community housing portion of CPC funds and so is not in competition with other projects presently under consideration by the CPC.

Becky Pine noted that the Select Board will be discussing CPC support at its upcoming January 11<sup>th</sup> meeting. There will also be a CPC meeting on the same day. Joshua Degen will be addressing the CPC. Becky Pine

did not know what Joshua Degen intended to say but that there may be a discussion to reduce the CPA tax surcharge percentage (presently set at the highest level of 3%) or to withdraw from the Community Preservation Act altogether.

**Item #2:** Discuss letter of support for CPC application for housing coordinator. Roll call vote may be taken.

Becky Pine stated that the Trust has been asked to submit a letter of support for the housing coordinator position. She offered to work on a draft of the letter to bring back to the Trust for review at a future meeting and Trust members agreed with this plan.

**Item #3:** Review regular session draft minutes from December 17, 2020. Roll call vote may be taken.

Trust members reviewed draft minutes and Colleen Neff pointed out a couple of corrections that needed to be made.

*Carolyn Perkins moved to approve the December 17, 2020 regular session minutes as corrected. Becky Pine seconded and the motion carried 5:0 with Pine – aye, Lane-Hand – aye, Colleen Neff – aye, Perini – abstain, and Perkins – aye.*

**Item #4:** Update on Emergency Rental Assistance program. (Item added 1/5/2021).

Fran Stanley reported that as of her latest communication with Metro West Collaborative Development, six households have applied. Metro West does not need money fronted for the first grants. Details for applicant households were not shared, but if the six households all had three-bedroom apartments and so would be entitled to the higher aid payments of \$1,200 per month, then the Trust can estimate that it has committed somewhere between \$25,000 and \$30,000 of program funds to date.

An outreach flyer was included as an insert in the Groton Electric Light Department's (GELD's) December bills. Fran Stanley has spoken with one household who learned about the program via the GELD insert and intends to apply.

**Item #5:** Discuss 2020 Annual Report. Votes may be taken. (Item added 1/6/2021).

Colleen Neff and Cindi Lane-Hand volunteered to work on the Trust's annual report for 2020. Becky Pine offered to share the 2019 annual report for comparison purposes. Colleen Neff noted that the Trust can report on the completion of the Housing Production Plan, the new Emergency Rental Assistance program and its current efforts to investigate properties for affordable housing development.

**Items #5 and #6:** Executive sessions

Becky Pine announced that the Affordable Housing Trust has two executive session matters scheduled for the end of this meeting. The Trust will review executive session minutes and discuss potential land acquisition and plans to adjourn from that executive session without returning to regular session.

*Cindi Lane-Hand moved to enter executive session and not return to open session pursuant to Massachusetts General Laws, c.30A, §21(a), Clause 7 – “To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.” – Purpose – Review, Approval and Potential Release of Executive Session Minutes and also pursuant to M.G.L. c. 30A, Sec. 21(6) to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, specifically, potential land acquisition. Becky Pine as chair so declared. Carolyn Perkins seconded the motion and the motion passed 5:0 on a roll call vote of Perini – aye, Lane-Hand – aye, Neff – aye, Perkins – aye and Pine – aye.*

Regular session adjourned at 7:35 pm. Notes by Fran Stanley