



TOWN OF GROTON
Affordable Housing Trust



Becky Pine, *Chair*
Carolyn Perkins, *Vice Chair*
Phil Francisco, *Member*
Richard Perini, *Member*
Charles Vander Linden, *Member*

Regular Session Minutes

Date: Tuesday, January 10, 2023
Time: 7:40 pm
Location: Virtual Meeting held via Zoom
Members in attendance: Charles Vander Linden, Richard Perini, Becky Pine, Phil Francisco, and Carolyn Perkins
Referenced document: Dillis and Roy cost estimate and proposal dated December 23, 2022

Becky Pine called the Affordable Housing Trust to order at 7:40 pm. The Trust members had just exited an executive session. Becky Pine noted that this meeting is being recorded. Trust members were identified and their cameras for the remote meeting were turned on.

Minutes

Richard Perini moved to approve the December 14, 2022 regular session minutes as presented. Phil Francisco seconded and the motion carried 5:0 by roll call vote of Francisco – aye, Perkins – aye, Pine – aye, Vander Linden – aye, and Perini -- aye.

Annual Report

Becky Pine made two corrections to the draft annual report.

Carolyn Perkins moved to approve the annual report as corrected. Richard Perini seconded and the motion carried 5:0 by roll call vote of Francisco – aye, Perkins – aye, Pine – aye, Vander Linden – aye, and Perini -- aye.

Finalize CPC application for Housing Trust Funds Request

Becky Pine proposed edits to the draft application. Specifically, Becky Pine suggested leaving out Exhibit D which contains a list of other town's ideas as the emphasis will be on the Groton Trust's ideas. Also, leave out the discussion of regranteeing funds to other entities with the rationale being that the Trust is requesting a subset of the total available community housing funds. Both edits streamline the application and tailor it to the Trust's immediate preferences.

Carolyn Perkins said that the management plan question should be answered in as much detail as possible as CPC members always pay close attention to this section. Other Trust members agreed with this idea. Fran Stanley sketched an outline of how this section might be written. Richard Perini asked if the Trust should go back to the Finance Committee. After some discussion, it was agreed to email a copy of the submitted application to the Finance Committee as a courtesy. Richard Perini added that the Trust should set a good example for communicating with other Town committees.

Richard Perini moved to approve the complete draft proposal for the Housing Trust Funds Request as edited. Charles Vander Linden seconded and the motion carried 5:0 by roll call vote of Francisco – aye, Perkins – aye, Pine – aye, Vander Linden – aye, and Perini -- aye.

Plan outreach with respect to pending CPC application

For outreach, the group agreed that a copy of the CPC application should be sent to the Groton Housing Authority and the Housing Partnership. Each housing committee will be asked if they will write a letter in support of the Housing Trust's application. The Groton Housing Authority is expected to meet again on Wednesday February 8 at 7. Fran Stanley will ask for permission for Trust members to attend that meeting to discuss the application and ask for support. The Groton Housing Authority meets in person at their offices at 19 Lowell Road.

Becky Pine said that the Housing Trust will be meeting with the Select Board on February 6 and so the Trust should discuss what to pull together for the meeting and how to do it. The dual goals of the meeting are to bring the Select Board up to date on Trust activities and to ask for the Select Board's input on setting a policy goal for annual funding. In response to Richard Perini's question about timing, Becky Pine said that meeting in early February makes sense because if the meeting is held later Select Board members are apt to feel pressured due budget concerns and other Spring Town Meeting warrant articles.

Becky Pine asked for help reviewing the comprehensive CPC spreadsheet data. This spreadsheet from Bruce Easom was emailed to Trust members recently. An examination of the spreadsheet may help determine a reasonable sum or percentage to request. Phil Francisco offered to look through the Excel spreadsheet. Carolyn Perkins said that the local tax levy for CPC is predictable; however, the state match percentage is not always consistent and can vary quite a bit with swings from a low of 20% up to this year's 52%.

Becky Pine said that she thought that the outline for the Select Board presentation could consist of four topics:

1. a statement describing the value of affordable housing,
2. a review of Trust activities over the last 1 to 2 years,
3. request support for the Trust's pending CPC application, and
4. discuss the idea of a Select Board policy for regular funding of the Trust.

Exploring Fieldstone Drive feasibility

Becky Pine asked Trust members to vote to approve the proposed cost estimate and scope of work from civil engineering firm Dillis and Roy. Of the tasks presented, Becky Pine said that Stan Dillis should proceed with items 1 (wetland delineation), 2 (topographic survey and base plan) and 4 (soil testing).

Richard Perini moved to have the Trust approve the proposed cost estimate and scope of work from Dillis & Roy dated December 23, 2022 and to authorize Becky Pine to sign the proposal on behalf of the Affordable Housing Trust. Phil Francisco seconded and the motion carried (5:0) by roll call vote of Francisco – aye, Perkins – aye, Pine – aye, Vander Linden -- aye and Perini -- aye.

Regular session meeting adjourned at 8:23 pm.

Notes by Fran Stanley

Upcoming meetings and CPC deadlines:

Monday, January 23, 2023	CPC feedback to applicants
Wednesday, January 25, 2023 at 7 pm	AHT meeting
Monday, February 6, 2023 at 7 pm	AHT meeting with Select Board
Wednesday, February 8, 2023 at 7 pm	AHT meeting with Groton Housing Authority
Monday, February 13, 2023	written feedback from CPC to applicants
Thursday, February 23, 2023	CPC Complete Final Proposals due