

Municipal Affordable Housing Trust Fund (MAHTF)
Meeting Minutes – May 23, 2023

Attendance: Mary Antes, Jacqueline Espiritusanto-Vega, Laura Kaplan, Cherry Karlson (7:02), Michael Staiti, and Susan Weinstein

Absent:

Open Meeting: At 7:00pm, J. Espiritusanto-Vega called the meeting of the Municipal Affordable Housing Trust (Trust) to order on Zoom and identified the members in attendance. M. Staiti led the remainder of the meeting.

Public Comment: None.

Materials Discussed/Distributed: Agenda for meeting; minutes of 3/7/23 and 4/19/23 meetings; emailed documents from C. Karlson: background information, amended Municipal Affordable Housing Trust Fund Declaration of Trust (redlined and amended and restated versions), original Declaration of Trust; DHCD Project eligibility Letter for St. Ann's village; and Financial Reports and Affordable Homeowner Assistance Program document emailed today by S. Weinstein

Notes:

1. Updated MAHT Document:

C. Karlson, former Select Board Representative to the Trust, attended the meeting to review and discuss the changes to the Declaration of Trust document as reviewed by KP Law, town counsel. The changes were mostly administrative and clarifying. Section 3, Trustees, 3.1, 3.2, and 3.9 deleted sentences related to the original trustee appointments.

Section 5, Powers, 5.1 added language updating the purposes spelled out in General Laws Chapter 44, section 55C, that permits the Trust's Homeowner Repair Assistance Program. Section 5.2.11 clarifies that money borrowed and debt issues by the Trustees shall not be an obligation of the Town.

Section 11, Resignation and Successor Trustees, 11.1 clarifies that resignations take effect on the date the resignation is filed with the Town Clerk and 11.2 that such resignations are filed with the Town Clerk rather than the Registry of Deeds. L. Kaplan pointed out that, once filed, any changes (transactions) can be signed by a single Trustee.

S. Weinstein moved to adopt the Amended and Restated Declaration of Trust; the motion was seconded by L. Kaplan. The motion was approved unanimously by roll call vote. (Antes, Espiritusanto-Vega, Kaplan, Staiti, Weinstein) 5 Yeas.

C. Karlson was thanked for her work on the Trust documents and her service as the Select Board's representative to the Trust.

2. **Minutes:**

S. Weinstein moved approval of the minutes of March 9, 2023 and April 19th as amended; J. Espiritusanto seconded. The motion was approved unanimously by roll call vote. (Antes, Espiritusanto-Vega, Kaplan, Staiti, Weinstein) 5 Yeas.

3. **Financial Report**

S. Weinstein reported that the audit of the Trust's finances will cost \$5,000 by Melanson, the town's auditor. The FY 2021 cost was \$3,200 and in 2022 the cost was not to exceed \$3,500. S. Weinstein reviewed her email communication, which specified the auditor is now Marcum LLP and the price as \$3,700 for the year ending June 30, 2023. In order to avoid a possible delay, she moved to contract with Marcum for an audit costing \$4,000 or less. J. Espiritusanto Vega seconded. The motion was approved unanimously by roll call vote. (Antes, Espiritusanto-Vega, Kaplan, Staiti, Weinstein) 5 Yeas. S. Weinstein said has not checked the cost of an audit if done by the Wayland Housing Authority's fee accountant.

4. **Updates**

M. Staiti talked with John Bugbee today regarding the Hammond Road RFP. They have determined that an 850-page bid document is not the way to go. Instead, J. Bugbee will make any necessary changes to M. Staiti's RFP document and send it to M. Staiti to review on Tuesday. The ad will be placed by May 31st and run for two weeks. Responses are due four weeks later and by July 31st, we should have a contractor.

There was no update on Good Shepard Parish proposed development.

Regarding the Home Repair Program (HRP), the Trust received its first application. S. Weinstein said it is not good practice to have personal financial information transmitted through public channels. She talked with Brian Boggia, executive director of the Wayland Housing Authority (WHA), about determining the eligibility of applicants for the HRP. He suggested using an hourly rate until the WHA has enough experience to determine a flat fee. She mentioned RHSO and SEB Housing as other organizations that could determine applicant eligibility. It was agreed to have the WHA conduct the first review.

After some discussion, L. Kaplan moved approval of a loan of \$7,500 to the applicant, subject to her eligibility determination. S. Weinstein seconded. The motion was approved unanimously by roll call vote. (Antes, Espiritusanto-Vega, Kaplan, Staiti, Weinstein) 5 Yeas. If the applicant requested additional funds, it would also be considered a loan.

M. Staiti thanked both S. Weinstein and L. Kaplan for their efforts to develop the HRP policy. He said this is one of the reasons the Trust was created. S. Weinstein requested the Trustees to review the documents to determine if other sensitive information is required and thus should be handled using a different method. She also wondered how to get the financial information in this application expunged.

M. Antes reported that the Wayland Housing Partnership voted to recommend to the SB the reappointment of J. Espiritusanto-Vega to the Trust. S. Weinstein said her reappointment was on the WHA agenda for Friday. M. Antes said the Planning Board will consider her reappointment at its next meeting.

5. Topics Not Reasonably Anticipated

M. Antes summarized a conversation she had with the town treasurer about foreclosures. She was given a list of 20 tax-delinquent properties that was published in the newspaper as well as a list of other properties in various stages of foreclosure. The topic will be on the agenda of the next WHP meeting on July 11th.

M. Staiti restated his belief that a one-off project like 12 Hammond Road is just too cumbersome and time-consuming for the Trust, and not an effective use of its resources. He believes the Trust's time would be better spent on larger projects on properties like 212 Cochituate or one on York Road. The town's zoning does not allow the types of housing that is more affordable, like a cluster of tiny houses around a community center or 3-D printed houses. The big need is for property on which to build affordable housing and perhaps bylaw changes. It was noted that the sale of the property at Launcher Way was closed.

6. Next Meeting

The next meeting will be July 11th at 7pm via Zoom. S. Weinstein moved to adjourn the meeting; J. Espiritusanto-Vega seconded. The motion was approved unanimously by roll call vote. (Antes, Espiritusanto-Vega, Kaplan, Staiti, Weinstein) 5 Yeas. The meeting was adjourned at 7:51pm.