

**Affordable Housing Trust
Minutes
December 8, 2011**

Trust - In Attendance: George Sibley, Mary E. Works, Mary John Boylan, Sarah Garcia

Staff - Sandy Shea, Community Development Project Manager

The Meeting was called to order at 5:15 PM

MINUTES

August 25, 2011 Minutes:

Linda Lowe, City Clerk, was asked by Sandy Shea for an opinion on the unresolved discussion of whether the August 25th minutes should explicitly state wording stricken from the previous minutes, as this would put the "stricken" language back into the permanent record. Ms. Lowe responded in her opinion "yes the wording should remain in the August 25th minutes as to have a permanent record to what was stricken from the prior minutes".

Motion: Approve August 25, 2011 Minutes

Passed: Garcia/Boylan, 4-0 in favor.

October 27, 2011 Minutes:

Approved as amended.

Motion: Approve Minutes as Amended

Passed: Garcia/Boylan, 4-0 in favor.

Other Minute Business:

A discussion arose regarding the minute taking. Currently, each member takes a turn recording the minutes at each meeting, however to keep the minutes in order and flowing the thought is to have one assigned person to record the minutes.

Motion: Ms. Garcia nominated Sandra Shea as the AHT minute taker starting this meeting & continuously.

Passed: Garcia/Works 4-0 in favor

CARL GARDNER – 10 TAYLOR STREET

Ms. Shea asked the AHT for a clear and concise answer on who would be making the final call on the last \$6,000 of the Gardner contract. Ms. Shea stated correspondence to Mr. Gardner dated September 16, 2011 and Ms. Bland, Loan Officer, Bank Gloucester, dated October 4, 2011 states the GHA would have final say, however all AHT prior discussions and minutes reflect otherwise. As previously discussed the role of the GHA is for an audit review only will then relay their findings to the AHT at which time the AHT will make the final call on the last \$6,000 payment. Mr. Sibley will construct a new letter and mail immediately to Mr. Gardner and Ms. Bland, explicitly stating the AHT will have the final call on the last \$6,000 payment. Ms. Shea will construct the Payment Schedule in the contract to reflex the correction. The contract and scope will be prepared for signatures and routed. Once the contracts are fully executed Mr. Gardner will be allowed to invoice for his first payment of \$24,000.

Motion: Mr. Sibley to construct and mail letter to Mr. Gardner and Ms. Bland immediately stating the AHT will have the final call of the \$6,000 after the GHA completes an audit.

Passed: Boylan/Garcia 4-0 in favor

ACTION, INC. – HOME TOGETHER PROJECT- MARSH STREET

Ms. Shea informed the Trust, Action's contract is now routing within the City Departments for signatures and should be fully executed by next week. Once fully executed Action can invoice for payment.

SUBSIDIZED HOUSING INVENTORY

Ms. Shea updated the Trust on the SHI numbers. Ms. Garcia touched on Councilor Tobey's questioning of the GHA Section 8 portable vouchers and if the vouchers could be counted towards the City's SHI in order to meet the 40B goal. Ms. Garcia drafted a letter to Mr. David Holden inquiring if the GHA could require a 15 year AHR on units prior receiving Section 8 tenants moving into the rental units. Ms. Boylan asked to see a copy of the draft to review and she will follow-up with Mr. Holden. Ms. Garcia questioned if either CPA funds or AHT funds might be used in some way to help property owners in becoming more interested in signing an AHR being placed on their property.

Community Development Consolidated 5 Year Plan

Ms. Garcia suggested the Community Development Consolidated 5 Year Plan might be of help to the Committee for future AHT policies and guidelines. Ms. Garcia & Ms. Shea will pull the related pieces of the plan that may be of value to the AHT to read.

AHT Policies

Ms. Boylan drafted a statement of funding preferences for the AHT policies and guidelines handbook. The committee members in attendance at this meeting would like the entire Trust to vote on the statement. Once a motion is voted on and passed, Ms. Works recommends the statement be added to the AHT application.

Other Business

No other business at this time.

Motion to adjourn, 4-0 in favor.

The meeting was adjourned at 6:15

Respectfully submitted - Sandra Shea

**CITY OF GLOUCESTER
AFFORDABLE HOUSING TRUST
STATEMENT OF FUNDING PREFERENCES**

The Gloucester Affordable Housing Trust will consider for funding all projects which provide housing in the City of Gloucester for persons and families whose incomes fall within the “low-moderate income” category (as set periodically by the U.S. Department of Housing and Urban Development and posted on the City of Gloucester Community development website.)

All other criteria being equal, the Affordable Housing Trust has a preference for projects which have been fully vetted and for which all research and development, feasibility studies, city permits, and neighborhood support have been obtained.

All other criteria being equal, the Affordable Housing Trust prefers projects that contemplate the addition of new (additional) units to the city’s affordable housing stock.

All other criteria being equal, the Affordable Housing Trust prefers projects that will utilize AHT funds to leverage the granting or loan of funds sufficient to complete the contemplated project.