Leverett Affordable Housing Trust
4/24/2017 - Meeting Minutes

Members Present: Barbara Carulli (Chair), Elizabeth Ahearn, Chuck Dauchy, Judy Weinthaler, Julie Shively, Ken Kahn
Meeting convened at 5:35 PM.

1. Discussion of the need to clarify process for replacement of members and representation required, precipitated by announcement that Weinthaler and Dauchy will be moving. Shively will check with Town Clerk on requirements.
2. Minutes of 3/6/17 were unanimously approved as amended.
3. Second information session for the BuyDown and Down Payment Assistance programs: Shively reported that there were 5 interested parties present. The presentation was adequate, but could have been better.
4. Discussion of FHRA services: Concerns were discussed regarding adequacy of FHRA support services, particularly publicity outreach and understanding of programs. Discussed how to give feedback to FHRA. Consensus was to wait to see how they handle the lottery and applications. It was assumed that the contract renewal date is 7/1.
   Carulli will let FHRA know when Town Meeting approves the funding and tell them to get publicity going.
   Further discussion of PR approach, including contact with individual realty firms and not just the regional board. Weinthaler noted that realtors for a large firm were unaware of the program.
   Carulli will convey the Trust's concerns to Jenna at FHRA and tentatively schedule a meeting for late May or early June, after the BuyDown program application deadline.
5. Website: Ahern summarized the training she attended, which was mostly about posting of agendas and minutes. Weinthaler noted the need to be able to configure and edit the Trust page for clarity and accuracy of information.
6. Town Meeting Presentation: The Trust will prepare a handout of the summary for the Down Payment Assistance program and the Flyer for both programs, approx. 100 copies. Kahn will do the presentation to explain the new program. Carulli will also announce the pending vacancies on the Trust.
7. Accounting: Shively says accounting is the responsibility of the Treasurer and accountant. They will need to establish 3 separate accounts, one for each program and one for "administration and development". Carulli will try to get current balances from the Treasurer before Town Meeting.
8. Mortgages: Kahn explained why a 30 year fixed bank mortgage is preferable for the Buydown Program. The bank does the appraisal, and a private mortgage is riskier for the buyer and the town.
9. Accessory Apartments: Kahn reported that the Planning Board has submitted a zoning article expanding the options and reducing the restrictions on Accessory Apartments. The consensus of the Trust supports such changes.

Meeting adjourned, 7:05 PM. Respectfully Submitted, Charles H. Dauchy

Amended and approved: 6/5/17