



HAMILTON AFFORDABLE HOUSING TRUST

MINUTES

August 8, 2012

Welcome: Fred Mills, Brian Stein, Mile Lombardo and Peter Britton were in attendance. Marc Johnson and Dave Carey were absent. Kristine Cheetham, Planning Coordinator was present.

Housing Production Plan:

The Trust agreed to support the scope of work for the Housing Production Plan update and forward a letter to Board of Selectmen to award contract to MAPC. There was a bit of confusion as to whether or not the Bd. of Selectmen had a role to play in the financial decision making for the Trust. It was agreed that the letter would request their guidance. Some members of the Trust also wanted to see if the Board of Selectmen would opt to find funds elsewhere to support the contract so that the Trust funds could be left for projects.

Operating Guidelines:

1. Election of Chair – The Trust noted that Peter Britton was officially the chairperson.
2. Financial Signatures – The Trust voted to have either the Chairperson or Town Manager be the officials for signature on financial paperwork.
3. Vote on Staff – The Trust voted for the Planning Coordinator to serve as staff to the Trust. Staff will be responsible for agendas, minutes, records and documents, as well as processing financial paperwork for the Trust.
4. The Trust voted to forward a letter to the Board of Selectmen regarding the acceptance of the scope of work and MAPC as contractor for the update of the Housing Production Plan.

Inclusionary Zoning Update: Upon recent review, Kristine noticed that the town did not have the proper application procedures on file for units added as result of inclusionary zoning bylaw. The Planning Board will be drafting these rules and regulations to match the needs of the state requirements.

