

**Municipal Affordable Housing Trust Fund (MAHTF)  
Meeting Minutes – May 9, 2017**

**Attendance:** Mary Antes; Bob Duffy; Stephen Greenbaum; Brian O’Herlihy; Mike Staiti (departed 8:15 PM); and Susan Weinstein (arrived at 7:40 PM).

**Others in attendance:** Initial meeting of MAHTF – None; Joint housing meeting - Various members of the Planning Board, Housing Authority and Housing Partnership; Nan Balmer, Town Administrator; Sarkis Sarkisian, Town Planner; and Katherine Provost, Housing Authority staff member.

**Open Meeting:** M. Antes called the meeting to order at 7:02 PM at the Wayland Town Building (initially in Planning Board office – moved to Senior Center at approximately 7:40 PM). B. O’Herlihy agreed to keep the minutes of the MAHTF meeting only – minutes of the joint housing meeting were kept by Nicole Riley, member of the Planning Board.

**Public Comment:** None.

**Previous Minutes:** None.

**Materials Discussed/Distributed:** MAHTF financial statements (unaudited) as of April 30, 2017; agenda for the fifth joint housing meeting; Karen Sunnarborg’s report dated October 3, 2016; and draft Chapter 40B process document, together with summary chart.

**Notes:**

- 1) B. O’Herlihy provided the report of the Treasurer which included a review of the MAHTF financial statements (unaudited) as of April 30, 2017. He noted that the \$89,019 transfer from the Community Preservation Fund to the Trust, as approved per Article 16 at the 2017 Annual Town Meeting (“2017 ATM”), was reflected in the accrual basis financial statements as of April 30, 2017. He reported that the actual transfer occurred on May 9, 2017.
- 2) B. O’Herlihy reported that Melanson Heath, the Town’s audit firm, has proposed to handle the MAHTF’s audit for the fiscal year ended June 30, 2017 for \$2,500 which is the same fee charged for the previous two years’ audits. S. Greenbaum moved to authorize B. O’Herlihy to execute an audit engagement letter with Melanson Heath with an audit fee not to exceed \$2,500. B. Duffy seconded. Motion approved 5-0.
- 3) B. O’Herlihy noted that he had indirectly communicated with the owner of 212 Cochituate Road, a property which is currently subject to a real estate tax lien, to inquire about the potential sale of such property to the MAHTF. To date, there is no indication that the current owner has an interest in doing so.
- 4) M. Antes noted that the draft report prepared by the Wayland Real Asset Planning (“WRAP”) Committee was posted on the Town’s website and reminded the Trustees that the WRAP Committee will be holding a community forum at 7:30 PM on May 17, 2017 in the Wayland Town Building.

- 5) In anticipation of the joint housing meeting, the Trustees discussed the possibility of having the MAHTF fund up to \$25,000 to be used with the \$20,000 approved under Article 18 at the 2017 ATM for hiring a housing consultant to support the MAHTF, Housing Partnership and Town Administrator with respect to affordable housing matters. The Trustees were open to doing so, but wanted to better understand the proposed scope of the consultant and to what degree the MAHTF would have the ability to control the consultant with respect to matters related to the MAHTF's mission before formally considering the use of MAHTF funds for this purpose.
- 6) At 7:27 PM, M. Antes moved, seconded by B. O'Herlihy, that the Trustees enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), to consider the purchase, exchange, lease or value of real property. M. Antes, Chair, declared that an open meeting discussion with respect to the purchase, exchange, taking, lease or value of real property may have a detrimental effect on the negotiating position of the MAHTF. Roll call vote: YEA: Mary Antes; Bob Duffy; Stephen Greenbaum; Brian O'Herlihy; and Mike Staiti. NAY: None. ABSENT: S. Weinstein. ABSTAIN: None. Adopted 5-0. The Trustees will reconvene in open session in approximately ten minutes.
- 7) The Trustees reconvened in open session at 7:37 PM in order to join the joint housing meeting in the Senior Center.
- 8) M. Antes indicated the next meeting is tentatively scheduled for May 16, 2017 at 7:30 P.M. at the Wayland Town Building, if needed, to discuss the potential purchase of real estate by the MAHTF.
- 9) The minutes of the joint housing meeting on May 9, 2017 which was attended by various members of the Planning Board, Housing Authority, Housing Partnership and MAHTF, along with Nan Balmer, Sarkis Sarkisian and Katherine Provost were kept by Nicole Riley of the Planning Board. A copy of these minutes will be posted on the Town web site when available.

Adjourn: S. Greenbaum moved to adjourn the meeting at approximately 9:05 P.M. B. Duffy seconded. Motion approved 5-0.

Respectfully submitted,

Brian T. O'Herlihy