

Municipal Affordable Housing Trust Fund (MAHTF)
Meeting Minutes – July 11, 2023

Attendance: Mary Antes, Jacqueline Espiritusanto-Vega, Laura Kaplan, Michael Staiti, and Susan Weinstein

Absent:

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

Public Comment: None.

Materials Discussed/Distributed: Agenda for meeting; minutes of 5/11/23 meeting; emailed financial documents from S. Weinstein

Notes:

1. Minutes

S. Weinstein moved, seconded by L. Kaplan, to approved the minutes as amended of 5/11/23. The motion was approved unanimously by roll call vote. (Antes, Espiritusanto-Vega, Kaplan, Staiti, Weinstein) 5 Yeas.

2. Financial Report

S. Weinstein reported that she just emailed the Trustees with the financial report from the town. She will reach out to the auditor to ask about pricing. If a letter of engagement is needed, she will get one to M. Staiti to sign. S. Weinstein moved, seconded by M. Antes, to authorize M. Staiti to sign a letter of engagement with the town's auditor, Marcum LLP, to audit the Trust's financial records.

3. Updates

M. Staiti reported that the RFP for a unit at **12 Hammond Road** was released and responses are due on July 23rd. He had an inquiry from one manufactured housing company. Responses will be distributed and discussed at the next meeting in early August.

M. Antes reported that the Zoning Board of Appeals (ZBA) held a site walk of the **Good Shepard** property at 5pm today. It was attended members of the ZBA, Windy Hill Lane abutters, and several members of the Housing Partnership. A draft decision is expected at the next ZBA meeting on Thursday.

The Willow Brook homeowner requesting assistance from the **Home Repair Program** (HRP) has been seeking information about her loan. She has been paying her portion of the repair bills. S. Weinstein said that the Housing Authority suggested a payment of \$395 to verify an applicant's eligibility. S. Weinstein read through the eligibility checklist that is posted on the website, noting the information the applicant provided. J.

Espiritusanto-Vega said it is important that the Trust has paperwork to support its Home Repair Program decisions. L. Kaplan agreed that the Trust should have uniform procedures that will be followed for each application. M. Staiti is satisfied that the applicant is eligible based on the tax return; he would like the Town's finance department to cut a check for \$7,500 to the Home-Owners Association.

Moving forward, the Trust needs to determine a process for handling requests. L. Kaplan volunteered to work with M. Staiti. Applications will go to L. Kaplan. M. Staiti will review the scope of work and L. Kaplan will work with the entity verifying eligibility. They will report their recommendation to the Trustees who will vote on whether to authorize the expenditure.

M. Antes will confer with the Town Clerk about where and how to maintain a file of the HRP's paperwork. M. Antes will also follow-up on the Housing Partnership's recommendation of J. Espiritusanto-Vega to serve as its appointee to the Trust.

4. Tax Delinquent Properties

M. Antes summarized her conversation with the town treasurer about tax delinquent properties that the Trust might look into as potential affordable units. M. Staiti will look at vacant land parcels.

5. Topics Not Anticipated

S. Weinstein suggested that M. Antes draft the Trust's annual report to the town, which is due by September 30th.

6. Next Meeting

The next meeting will be Tuesday, August 1st at 7pm on Zoom. The main topic will be a review of responses to the RFP for 12 Hammond Road. J. Espiritusanto-Vega moved and L. Kaplan seconded the motion to adjourn. The motion was approved unanimously by roll call vote. (Antes, Espiritusanto-Vega, Kaplan, Staiti, Weinstein) 5 Yeas. The meeting was adjourned at 7:39pm.