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**Merrimac Affordable Housing Board of Trustees  
Minutes  
December 17, 2015**

- I. **Call to order:** The meeting was called to order at 7:35 p.m. by Chair Sandra Venner.
- II. **Present:** Sandra Venner, Laura Mailman, Hal Lloyd and Martha Crook.
- III. **Approval of Minutes:** Board members approved the minutes of the board's October 13, 2015 meeting. Without a quorum of members available who had been present at the meeting, board members did not vote on accepting the minutes of the board's November 5, 2015 meeting.
- IV. **Final Review of Draft Housing Production Plan**
  - Waiting for Bob Sinibaldi to provide updated language for water supply
  - Members provided language to complete recommendations on pp. 44-45 of the plan.
  - Chair Venner will bring these and other edits to Mike Parquette's attention and check if the Planning Board and Board of Selectman also need to approve the HPP.
  - Laura moved and Hal seconded the motion to approve the Merrimac HPP with the corrections noted. All approved.
  - Laura suggested the data in the plan about the anticipated growth in the senior population be brought to the attention of the Selectmen and Capital Planning Committee.
- V. **Review of Draft Community Development Strategy 2015-16**
  - This is necessary to accompany the grant application for CDBG. Chair Venner compiled the draft drawing from other planning documents including the HPP and input from department heads.
  - The draft was sent to all department heads for comment and a response was received from the Superintendent of the Pentucket schools.
  - The draft was also made available to members of the Planning Board and is to be on the agenda for the Jan. 4<sup>th</sup> BOS meeting to give further opportunity for public input.
  - Laura expressed concern about the impact to the Town of I-495 and Hal responded that it does increase the number of emergency responses.
- VI. **Activities for Submitting Proposal to DHCD for CDBG**
  - Chair Venner reported that as a part of the grant writing services provided by Salisbury, they will send a letter to all households in the target area notifying them of the opportunity to submit a pre-application for home improvement assistance.
  - Lisa Pearson from Salisbury sent a press release to the Daily News to run an article about the program.

- Salisbury had the RFQ for support services posted in the Dec. 9<sup>th</sup> Goods & Services. Our Neighbors' Table has expressed an interest.
- Laura suggested that the Chair appear again on local cable TV to explain the program. Sandy will contact Carol Traynor to arrange this.
- Laura will have the pre-application forms available at the Senior Center and offered to assist applicants fill it out.

**VII. Review of Memorandum of Understanding with the Town of Salisbury for Activities Related to Preparation of CDBG Application**

- Chair Venner reported that there is \$125,000 in the AHT. Salisbury has requested \$4,000 for grant writing services plus funds (approx. \$500) for postage for the mailing to the target area.
- There is a document that identifies the services to be provided that is to accompanying the MOU that is yet to be received.
- It was suggested that MOU and any other agreement documents be reviewed by legal counsel. The Chair will have this addressed.
- Laura moved and Hal seconded the motion to authorize \$4,500 to be paid out to the Affordable Housing Trust to develop and implement the grant. All approved.
- Laura moved and Hal seconded the motion to authorize the Chair to approve and sign the MOU with the Town of Salisbury for grant writing service for CDBG. All approved.
- The MOU will be placed on the agenda for Jan. 4<sup>th</sup> Board of Selectmen's meeting for their support.

**VIII. Other updates**

- On behalf of the Board, the Chair again submitted a letter of support for the grant application to clear the former Coastal Metal site so that affordable housing can be constructed.
- Hal reported that the Board of Selectmen did not endorse Mr. Waterhouse's proposal that is to include affordable housing.

**IX. Next Steps and Meeting Date**

- The Board will meet on Jan. 14, 2016 to conduct the lottery for the pre-applications for home improvement assistance.

The meeting was adjourned at 9 p.m.

Respectfully submitted,

Sandra Venner, Chair and Martha Crook, Member

January 7, 2016

*App'd 5/19/16*

*Sandra Venner, Chair*