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**Merrimac Affordable Housing Board of Trustees**  
**Minutes**  
**January 14, 2016**

- I. **Call to order:** The meeting was called to order at 7:30 p.m. by Chair Sandra Venner.
- II. **Present:** Sandra Venner, Colleen Ranshaw-Fiorello, Phil Parry, Hal Lloyd, Martha Crook and guest Lisa Beaulieu, Housing Rehabilitation Program Manager, Town of Salisbury.
- III. **Approval of Minutes:** Board members approved the minutes of the board's Nov. 5, 2015. 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 December 17, 2015 meeting.
- IV. **Lottery for Pre-Application for Home Improvement Assistance**
  - Twelve applications were received as pre-applications for the Home Improvement Assistance program that could be funded with a joint grant that includes Amesbury and Salisbury. The grant would assist low and moderate income households with home improvements as well as other support services. The Town of Salisbury Housing Rehabilitation staff would deliver services through their existing housing rehabilitation program. The regional grant is due February 12, 2016. The Pre-applications for the Home Improvement Assistance program demonstrates the Town of Merrimac's interest in the program. If the grant is successful, six to seven homes could be selected for up to \$30,000 of home improvements. The program could continue for multiple years. The Town will continue to accept additional pre-applications for the program.
  - Lisa Beaulieu said that 500 random surveys were mailed in Merrimac. Pre-applications were mailed to individuals who checked off the appropriate box on the survey indicating their interest in receiving a pre-application. Another mailing may be needed in order to reach the number of pre-applications suggested by the U.S. Department of Housing and Urban Development (HUD).
  - To facilitate the lottery for the pre-applications for the Home Improvement Assistance Program, Chair Venner numbered the applications. Numbers written on identically sized pieces of paper were placed in a plastic container. Lisa Beaulieu held the container. Board member Martha Crook pulled the numbers which were recorded in order.
  - In a motion by Trustee Martha Crooks that was seconded by Trustee Phil Parry, and acting in their capacity as the Citizen's Advisory Committee (CAC), board members expressed their support for the proposed Community Development Block Grant application as presented to the CAC.
  - In a motion by Trustee Colleen Ranshaw-Fiorello and seconded by Trustee Martha Crooks, board members agreed to support the recommendation to name Our Neighbor's Table in Amesbury and Pettingil House of Salisbury as the support service provided for the proposed Community Development Block Grant application.

- In a motion by Trustee Martha Crooks and seconded by Trustee Phil Parry, board members agreed that Chair Venner would act on behalf of the CAC at the Public Hearing planned for the Regional CAC and scheduled Thurs. January 28, 2016, 6 p.m. at Amesbury City Hall.
- In a motion by Trustee Phil Parry and seconded by Trustee Martha Crooks, board members agreed to table a vote on a proposal to resolve quorum issues with time sensitive issues by allowing participation by board members by telephone.

The meeting was adjourned at 9 p.m.

Appd 5/19/16

Sandra Venner, Chair

Respectfully submitted,

Colleen Ranshaw-Fiorello, Secretary

May 1, 2016