

Concord Affordable Housing Trust Study Committee

Meeting Minutes: October 10, 2019 meeting Rev.11.11.19

Committee members present: Keith Bergman; Lee Smith; Jim Terry; Holly Darzen

Also present: Linda Escobedo Select Board Liaison, Liz Rust, Director, Regional Housing Services Office

1. Open Meeting Law requirements were discussed. A representative from the Town Clerk's office completed swearing in of members and distributed the Town's Committee Handbook. Members are to complete online conflict of interest training.
2. It was agreed that the goal of the committee is to have a draft bylaw by early January when the warrant closes. Linda suggested looking at other Towns' trust documents. Liz Rust will distribute some samples.
3. Keith Bergman was elected committee chair, Lee Smith was elected vice chair, Holly Darzen was elected clerk. Keith/Liz will submit agendas in accordance with the open meeting law. Holly/Liz will submit minutes.
4. It was noted that the Trust needs flexibility, so that project funding does not need to wait for Town Meeting approval and consequently miss opportunities. Some Trusts have both a Declaration of Trust document and bylaws.
5. Some issues to be discussed include how many trustees and what are term limits, custody of funds, specific powers (borrowing? fundraising?)
6. Important dates/deadlines: 12/7 TM public warrant article preview meeting (Saturday morning); 12/16 draft of warrant article due; warrant closes; 1/10/20 public hearing 2/24/20 Select Board, 2/25/20 Planning Board
7. The **NEXT MEETING WILL BE 10/17 AT 8AM** at 55 Church Street. The following two meetings will be 11/6 8:30 AM, 11/20 8:30 AM. December meetings will be in the evening.

Respectfully submitted
Holly Darzen