

**Edgartown Affordable Housing Trust Meeting Minutes**  
**January 9, 2024 at 5:00 PM**  
**Remote Only/Zoom Meeting**

*Members in Attendance: Vice-Chair Mark Hess, Arthur Smadbeck, Melissa Vincent*

Vice-Chair Mark Hess called the meeting to order at 5:19 PM once there was a quorum.

**Minutes:** Vice-Chair announced, Mr. Smadbeck was not at the last meetings therefore no quorum to vote on the both November 14 and December 12, 2003 minutes. Both minutes moved to next meeting.

**Bills:** The Edgartown Affordable Housing (EAH) Manager presented the first two of the three vendor bills. The first bill total \$4,985.50 to Reynolds, Rappaport, Kaplan & Hackney LLC; for both October and November 2023 legal services. Mr. Smadbeck made a motion to pay the bills total of \$4,985.50 to Reynolds, Rappaport, Kaplan & Hackney LLC. Melissa Vincent seconded. All present voted in favor and motion passed unanimously. The second bill total \$30.36 to Staples; for office supplies. Mr. Smadbeck made a motion to pay the bill of \$30.36 to Staples. Melissa Vincent seconded. All present voted in favor and motion passed unanimously. Vice-Chair Mark Hess presented the third bill of \$1,017.39 to Dukes County Regional Housing Authority (DCRHA) for the open house and lottery expense. The question was asked shouldn't this be covered under the Town of Edgartown assessment payment to DCRHA? The response was the assessment payment goes to staff. Traditionally in the past the Trust pays DCRHA for lottery expenses since DCRHA cannot predict the lottery cost they don't include it in the Edgartown assessment budget. It was also mentioned that Office Supplies should be calculated in DCRHA budget to Edgartown. The Trust decided to have a conversation with DCRHA on specific payment items. Mr. Hess made a motion to approve \$1,017.39 to Dukes County Regional Housing Authority for the open house and lottery expense. Melissa Vincent seconded. All present voted in favor and motion passed unanimously.

**Financial Reports:** Munis Report – The EAH Manager reported no significant change all accounts in good standing.

**Old Business:** Warrant Article Update – It was announced the warrant articles were submitted and a member should attend the April 9, 2024 Edgartown meeting.

AMI Increase (Amending Trust) Update – EAH Manager reported Town Counsel was unable to get in contact with KP Law Attorney Vicki Marsh. Town Counsel sends a reminder that EAH Trust may have to stick with the original plan of getting the Select Board to meet with the State in order to pursue the Maximum Allowable increased up to 200% (AMI).


FY2025 Budget Meeting - It was reported both Mrs. Deleon and Vice-Chair Mark Hess will attend.

**New Business:** Annual Report (due 1/12/2024) – The Vice-Chair stated he already discussed this with Mrs. Deleon and she will write the annual report and submit it. Vice-Chair Hess asked if anyone wants to add anything should contact Mrs. Deleon as this is due in a couple of days. Vice-Chair Hess inquires if there were any questions and/or comments on the annual report and budget meeting. No, Response.

**Correspondence:** There was no correspondence.

Arthur Smadbeck motioned to adjourn the meeting. Melissa Vincent seconded. Meeting adjourned 5:39 PM.

Respectfully Submitted,  
Shanette Deleon

  
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Edgartown Affordable Housing Trust

2/22/2024  
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Date of Approval