

## Edgartown Affordable Housing Trust Minutes Wednesday, May 21, 2014 at 5:00 PM

*Members in Attendance: Chair Susan Markwica, Mark Hess, Tim Rush, Margaret Serpa, and Tom Soldini.*

Susan Markwica called the meeting to order at 5:21 PM.

The Trust reviewed the minutes from the previous meeting. Mark Hess moved to approve the minutes from March 19<sup>th</sup>. Margaret Serpa seconded; Tim Rush abstained since he was not present at the last meeting. The minutes were unanimously approved with one abstention.

A bill for Lucy Morrison for administrative services from March 20 to May 21, 2014 in the amount of \$1,939.50 was presented. Margaret Serpa moved to approve the payment. Tim Rush seconded, and the motion was unanimously approved.

A statement from Schofield Barbini & Hoehn, Inc was presented with an outstanding balance of \$1,840.00, originally billed on January 31, 2014. A copy of the bill could not be located, but it was assumed to be for a site plan for the Meshacket project. The assistant will call the office to clarify, and receive another copy of the invoice. Margaret Serpa moved to approve the payment, Mark Hess seconded. The motion passed unanimously.

A bill from daRosas for \$32.95 for file folders was presented. Margaret Serpa moved to approve payment of the bill. Tom Soldini seconded, and the motion passed unanimously.

The Trust reviewed the operating budget:

- Main Account (#8300): \$525,016.00 Restricted
- \$42,405.79 Unrestricted
- Meshacket Account (#8310): \$27,575.50
- Administrative: \$1,446.00
- Legal: \$2,342.50
- Audit: \$4,200.00
- Advertising: \$1,000.00
- Supplies: \$350.00

Mark Hess moved to transfer \$1,000 from the audit budget to administrative expenditures. Margaret Serpa seconded, and the motion was unanimously approved. The operating budget comes out of unrestricted funds. The Field Club payments are restricted and cannot be used for operating or administrative expenses.

Mark Hess reminded the Trust to review the contract for the assistant, as it will be expiring on June 30. The Trust discussed including flexibility for a temporary increase in hours to catch up on certain projects, like inventory.

The Committee has recommended approval of three expenditures for the Meshacket project:

- ❖ Up to \$5,000 to hire a consultant to assist with RFP submission requirements, developing a list of potential developers, writing an evaluation of each proposal, and preparing questions for the developers. The Committee recommended KIA Consulting.
- ❖ Up to \$7,000 for an ecological study of the site. This study will include the mapping of the site, description of the flora and fauna, and testimony before the MVC or any other necessary entity. This study would also clarify any disparity between map and field; so it is possible there will be more land available for the project. The ZBA and the MVC will ask for this report, and it will satisfy people who are concerned about environmental and ecological impact. The Committee recommended Wendy Culbert, a state certified biologist and botanist.
- ❖ Up to \$4,000 for a finalized site survey from Schoefield, Barbini & Hoehn, Inc. including the building envelope of the site, the setbacks from Meshacket Road and Swimming Place Path, and the dimensions of the endangered moth habitat.

These funds will be drawn from the Meshacket account. Tom Soldini moved to send a letter to the Selectmen for final approval of the Committee recommended expenditures, Tim Rush seconded. The motion passed unanimously.

Tom Soldini moved to adjourn. Mark Hess seconded, and the meeting was adjourned at 5:38 PM.

Respectfully Submitted,

Lucy Morrison