

Edgartown Affordable Housing Trust Meeting

Wednesday, June 18, 2014

Minutes

Members in Attendance: Chair Susan Markwica, Margaret Serpa, Mark Hess, and Tom Soldini

Members Absent: Joseph Roberts

Chair Susan Markwica called the meeting to order at 4:56 PM.

Mark Hess moved to approve the minutes from May 21st as written. Margaret Serpa seconded, and the minutes were unanimously approved.

Margaret Serpa asked for an update on the Meshacket contractors. Mark Hess stated that the expenditures had been approved by the Selectmen and the contracts are in the process of being drafted.

A bill for Lucy Morrison was presented in the amount of \$774.00. Mark Hess moved to approve payment. Tom Soldini seconded, and the motion passed unanimously.

The Trust reviewed the operating budget:

Main Account (#8300): \$525,016.00 Restricted
 \$40,680.25 Unrestricted
Meshacket Account (#8310): \$25,735.50
Administrative: -\$493.50
Legal: \$2,342.50
Audit: \$4,200.00
Advertising: \$1,000.00
Supplies: \$317.05

The payment of \$1,840.00 to Schofield, Barbini & Hoehn, Inc. from last month was accidentally drawn from the Main Account, instead of the Meshacket account. The assistant will be rectifying this with the Town Accountant. The review as shown above displays the accounts as corrected.

The transfer of \$1,000 from audit to administrative as discussed at the last Trust meeting was deemed unnecessary by the Town Accountant. Since there are sufficient funds for operating expenses, it doesn't matter which category the money is drawn from.

Mark Hess updated the Trust on the discussions of the Committee regarding the assistant's contract. Town policy states that employees do not receive a monetary raise before one year. Although the assistant is an independent contractor, the Committee felt best to abide by that general guideline. The Committee recommended the assistant retain the same contract with a few technical changes, including: pre-approved travel, and an increase hours per week from 10 to a maximum of 25 for the next six months. It is a large increase, resulting in a large increase in the administrative budget. Margaret Serpa asked about benefits for the assistant. These questions will be clarified that with the Personnel

and Town Administrator. Final consultations pending, Tim Rush moved to approve the contract, Margaret Serpa seconded, and the motion was unanimously approved.

The Trust discussed the budget. The administrative expenditures should be increased to \$26,000 to accommodate the increase in hours for one year. The remainder of the budget will primarily stay the same. It was estimated that there are sufficient unrestricted funds to support the operating expenses for another two to three years. It is also possible to untie some restrictions from the MVC on the Field Club monies.

Mark Hess moved to approve the budget as amended. Margaret Serpa seconded, and the budget was unanimously approved.

The assistant mentioned that there will be a bill for postage for the Meshacket information packet arriving at some point in the future. 312 letters were sent out in total, which will total approximately \$149.76.

The Trust discussed potential future member, Sheylah Callen. She has not been able to attend any meetings thus far due to schedule conflicts. The Trust recommended contacting her in the fall once the September meeting has been scheduled.

Mark Hess moved to adjourn. Tom Soldini seconded, and the meeting was adjourned at 5:18 PM.

Respectfully Submitted,

Lucy Morrison

Administrative Assistant