

RECEIVED  
FEB 02 2024

**Ayer Affordable Housing Trust Open Session Meeting Minutes: August 30, 2023**

TOWN OF AYER  
TOWN CLERK



Geof Tillotson, presiding. Meeting called to order at 6:15pm

AAHT Trustees present: Geof Tillotson (Acting Chair), Colleen Krieser, Cyndi Lavin (Clerk), Shaun Copeland, James Stephen (Vice-Chair)

AAHT Members absent: Patricia Bagni-Latimer,

Also present: Alicia Hersey – AAHC + AAHT Administrator; Pauline Conley; Cindy Knox – IT

**Agenda Item: General Business**

**Motion:** A motion was made by Cyndi Lavin and seconded by James Stephen to approve the meeting agenda. **Motion passed by roll call vote 5-0-0**

**Review and approval of minutes from July 26, 2023:** no changes made

**Motion:** A motion was made by Shaun Copeland and seconded by James Stephen to approve the minutes. **Motion passed by roll call vote 4-0-1**, Colleen Krieser abstaining

**Public Comment:** Pauline Conley asked if a by-law change would be needed. Geof Tillotson said it would be covered in the next agenda item.

**Agenda Item: 2024 CPC Funding discussion**

Geof reported on the results of a meeting with Town Manager Robert Pontbriand, Town Treasurer Barbara Tierney, Alicia Hersey, and himself. According to Mass General Laws, there must be an independent audit of the Trust's account each year. CPC money can be used for this, and it will cost approximately \$3000. An amendment of the request to CPC will be presented, asking for funding at the same total, but broken down differently: still \$72k for ARAP (for 12 families), \$125k for future acquisitions, and \$3k for administrative expenses (the audit). The public hearing will be September 6, 2023 at 7:00pm, and Shaun Copeland will represent the Trustees, along with Colleen Krieser.

**Agenda Item: ARAP**

Renewal Application Case: FY23-109

Easily qualified for a 2<sup>nd</sup> year.

**Motion:** A motion was made by Cyndi Lavin and seconded by Shaun Copeland to approve the application. **Motion passed by roll call vote 5-0-0**

Renewal Application Case: FY23-208

Was initially accepted to ARAP, but was suggested for RAFT because of debt. Family didn't end up using any of the ARAP money, which was refunded promptly by the landlord. As of September 1, 2023, they won't be part of RAFT anymore, so they will be re-enrolled in ARAP, starting from the beginning with no loss of months of support.

**Motion:** A motion was made by Geof Tillotson and seconded by Shaun Copeland to approve the application and re-start their time of enrollment. **Motion passed by roll call vote 5-0-0**

**Agenda Item: Board Elections**

There were no letters of interest received by the Town about the open spot on the Board. Geof Tillotson is willing to remain on as Interim Chair, but he is unable to present at Town Meeting on October 23, 2023 since he is the Town Moderator. James Stephen will present, with Colleen Krieser's support. Cyndi Lavin and James Stephen are both willing to remain in their positions until June 30,

2024.

**Motion:** A motion was made by Cyndi Lavin and seconded by Shaun Copeland to retain Geof Tillotson, James Stephen, and Cyndi Lavin in their current positions as Interim Chair, Vice-Chair, and Clerk. **Motion passed by roll call vote 5-0-0**

**Upcoming meetings:**


October 25, 2023 at 6:15pm

November 29, 2023 at 6:15pm

December 27, 2023 at 6:15pm

**Adjournment:**

**Motion:** A motion was made by Shaun Copeland and seconded by Colleen Krieser to adjourn at 7:15pm.

A handwritten signature in black ink, featuring a stylized, elongated 'S' shape with a horizontal line extending to the right.