

Newburyport Affordable Housing Trust  
Meeting Minutes

Meeting Date: Thursday, May 24, 2018  
Meeting Location: Mayor's Conference Room, City Hall  
Members in Attendance: Judy Tymon, Chair, Susanne Cameron, Karen Wiener, Madeline Nash  
Members Absent: Mayor Holaday  
Others Present: Kate Newhall-Smith, AHT Administrator  
Minutes Taker: Kate Newhall-Smith

Tymon calls the meeting to order at 6:30 p.m.

**Housing Production Plan Editing**

The Trust discusses the current draft and the need to edit it and to create an addendum to the plan that focuses more on Newburyport's trends to supplement the information that compares Newburyport to the region. Additionally, the members would like to rewrite the boiler plate strategies so that they are more applicable to Newburyport and also represent actions that can be achieved through various means, rather than more broadly-stated actions.

Smith to check in with MVPC regarding the status of the suggested edits. If these edits aren't made, then the Trust would like to hold off on the adoption process at this time. Smith to call MVPC to discuss the project and determine how the City and MVPC can move forward.

The Trust discusses process for contracting with a consultant to perform additional analysis and data interpretation. A consultant is needed to help transform the current draft plan into a tool for community education.

Smith will find the RFP for the previous plan and work on updating it to reflect what the Trust is seeking for this update.

**Updates**

- a) Condo Conversions. The City Assessor provided a list of all residential buildings that have at least 4 rental apartments. They also included a list of mixed-use structures that include at least 4 rental apartments. The Trust discusses the City ordinance regarding conversions and recommends that the City send a letter to all property owners on these lists informing them of their obligation to alert tenants at least two years prior to converting rentals to condos. Smith will send a note to Councillor Eigerman regarding this discussion since he initially sought the Trust's opinion on this issue.
- b) Brown School. The Trust did not receive a grant from MHP to assist in evaluating the Brown School for affordable housing. The Trust could use its own funds to conduct this study, but it may be best to wait until there is more movement on the project from the City Council and Youth Services.

**Approval of Minutes**

Wiener motions to approve the minutes of April 26, 2018, seconded by Cameron. All in favor, Nash abstains.

**Next Meeting**

The Trust reschedules the June meeting to June 14<sup>th</sup> at 6:30 instead of June 21<sup>st</sup>.

Meeting adjourned at 8 p.m.