

**Town of West Newbury  
Affordable Housing Trust**

Date: December 14, 2022  
Time: 615pm  
Location: Town Office Building, First Floor Hearing Room  
Members Present: Angus Jennings (Ex-Officio), Wendy Reed, Kevin Bowe, Karen Holmes, Pamela Shaffer, Derek Mitchell  
Members Absent: Donna Garcia, Deb Hamilton  
Other Attendees: Liz Rust (Housing Consultant)

**A. Approval of Minutes**

1. October 19, 2022: motion to approve: Kevin Bowe, 2nd: Karen Holmes
2. November 16, 2022: motion to approve: Karen Holmes, 2nd: Kevin Bowe

**B. Financial Report**

1. Ledger Hx-Detail with Payables-General Ledger
  - a. Reviewed for invoice history

**C. Action Plan working session with Liz Rust**

1. Executive Summary
2. Goals (changes and additions)
  - a. re: #2 assist "WN" residents...
  - b. re: #5 use "multigenerational community" wording
  - c. re: #3 Increase "housing that people can afford"
3. Initiatives (changes and additions)
  - a. re: #1 promote "and advocate"
  - b. re: #2 "Assess" municipal law... and transferring property "for housing and development"
  - c. re: #3 Connect residents with "resources" on housing assistance programs "through our website"
  - d. exclude #4 for now (program administrator required)
  - e. Include community outreach via website and WN FB sites
  - f. Add #7 for additional initiative: Explore and proactively recruit strategic partnerships with other communities and organizations including Habitat for Humanity, Harbor Lights, Newburyport HA.
    - 1.) Invite Marvin Hyppolite from Harbor Lights for community outreach and education workshops.
4. Recap Timeline
  - a. January refocus on Goals and Initiatives
  - b. February update needs assessments
  - c. March listening session
  - d. April accept Action Plan

**D. Discussion about training reimbursement**

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1. Reimbursement protocol to be developed and implemented.
  - a. Karen Holmes expense reimbursed for Fair Housing Training on 11/29/22 approved with motion from Wendy Reed with 2nd from Kevin Bowe.

E. Review of draft MBTA Plan

F. Assignments for next meeting

1. Kevin Bowe to do community outreach draft
2. Wendy Reed, in conjunction with Angus Jennings, to create reimbursement protocol for AHT. Speak with Liz Rust regarding tax assistance through AHT.

G. Meeting adjourned at 8:20 p.m.

H. Next meeting January 11, 2023.