

**Town of West Newbury
Affordable Housing Trust
Meeting Minutes**

Date: January 11,2023
Time: 7pm
Location: Town Office Building, First Floor Hearing Room
Members Present: Angus Jennings (Ex-Officio), Wendy Reed (SB), Kevin Bowe, Karen Holmes, Pamela Shaffer, Deb Hamilton, Donna Garcia
Members Absent: Derek Mitchell
Other Attendees: Liz Rust (Housing Consultant), Sue Brown (Town Planner)

- A. Action Plan working session with Liz Rust
 - 1.) Reviewed and discussed details of the goals and strategies.
 - 2.) Edits will be sent to Wendy by 1/18 and forwarded to Liz by 1/23.
- B. Review of minutes for December 14,2023.
 - 1.) Minutes passed with motion from Donna and 2nd by Karen.
- C. Expense approval protocol
 - 1.) Angus will draft specific language for expense requests. Sue will provide a template for this.
 - 2.) Wendy and Angus will sign off on expenses. Kevin moved to approve and Deb 2nd.
- D. CPA Transfer Request/Grant Agreement.
 - 1.) Discussion of balance of funds transfer to AHT.
- E. Review of Introduction Newsletter
 - 1.) Newsletter by Kevin Bowe discussed with revisions made.
 - 2.) Angus will post on the Town of WN website.
 - 3.) Establishment of AHT email for community members to correspond with AHT members was also discussed.
 - 4.) Technical help is needed to build a website for AHT.
- F. Assignments for next meeting
 - 1.) Edits to Action Plan to be sent to Liz before the next meeting.
- G. Adjournment
 - 1.) Kevin moved to adjourn. Deb 2nd.