

**Whately Housing Committee
Minutes of the
Meeting of June 7, 2017; 6:00 p.m.
4 Sandy Lane**

Attending: Fred Baron, Jim Kirkendall, Fred Orloski, Richard Tillberg, Catherine Wolkowicz

Richard called the meeting to order at 6:00 pm.

1. It was moved and seconded to approve the minutes of the May 3, 2017 meeting. Unanimously approved.
2. Richard opened discussion to review the Smikes House management agreement draft that Frances Pheeny, FCRHRA, had provided the committee. The committee noted the following questions and changes:
 - a. 4. Rentals – Request the Selectboard to define what the percentage of median income should be going forward for maximum rents charged to new tenants.
 - b. 4. (c) – Change “Agent shall notify appropriate agencies, *including, without limitation, owner (Town).*”
 - c. 7. (a) – Request a copy of the preventative maintenance plan as referenced in 7. (a)., with a breakdown of grounds maintenance from other maintenance.
 - d. 7. (b) – Insert “*annual*” in the last sentence of paragraph as follows: “and (i) comply with the limits of the *annual* operating budget approved by the Owner.
 - e. 9. Disbursements from Operating Account, (a) i. – Correct Section 22 to read Section 20.
 - f. 9. (a) ii – Strike “*payable to the Agent for its services at the rate of 8% of gross rental income*”. Correct referenced Section 23 to reflect Section 21.
 - g. 9. (b) – Correct referenced Section 10 (a) (i)-(iv) to reflect Section 9 (a) (i)-(iii).
 - h. 10. (a) – Correct referenced Section 6 (b) to Section (5) (b).
 - i. 11. (a) – Change or remove referenced Section 10 (a) (iv).
 - j. 23. Terms of the Agreement – Request clarification of this section.
 - k. 23. Last sentence of section – Add “ *and any account balances*”.
 - l. 26. Notices – Add Town Administrator.

Richard will edit the Management Agreement Word document to reflect the above comments and will email it to Brian Domina, with a request that Brian forward the respective questions and changes to the Selectboard and Frances Pheeny, FCRHRA.

All other agenda items were tabled until our next meeting.

3. A motion was moved and seconded to adjourn at 7:00 pm. Unanimously approved.

The next Housing Committee meeting will be Tuesday, June 13, at 6:00 pm.

Respectfully submitted, Jim Kirkendall

jk