

**FRASER HOUSING AUTHORITY
MINUTES**

- DATE:** May 5, 2021
- MEETING:** Fraser Housing Authority Meeting
- PLACE:** Fraser Town Hall Board Room and Virtually
- PRESENT**
- Board:** Chair Philip Vandernail Vice Chair Eileen Waldow, Katie Soles, Andy Miller, Brian Cerkvenik and Kaydee Fisher
- Staff:** Interim Town Manager Wesley LaVanchy; Town Clerk, Antoinette McVeigh; Marketing and Economic Development Manager, Sarah Wieck; Public Works Director, Russell Pennington; Finance Manager, Beth Williams
- Others:** N/A

Chair Vandernail called the meeting to order at 7:55 p.m.

1. **Roll Call** Chair Philip Vandernail Vice Chair Eileen Waldow, Katie Soles, Andy Miller, Brian Cerkvenik and Kaydee Fisher
2. **Approval of Agenda:**
Commissioner Soles moved and Commissioner Miller seconded the **motion** to approve the agenda. **Motion carried 6-0.**
3. **Consent Agenda:**
 - a. Minutes June 3, 2020
 - b. Minutes September 16, 2020
 - c. Minutes September 30, 2020

Commissioner Cerkvenik moved and Commissioner Miller seconded the **motion** to approve the agenda. **Motion carried 6-0.**
4. **Discussion and Possible Action**
 - a. Fraser Deed Restriction Program

The Housing Authority made the following determinations for the Deed Restriction Program.

1. Additions to Exhibit B
 - a. When a qualified resident occupies the home for five years prior to retirement they will continue to qualify for the deed restriction.
 - b. When a qualified resident becomes disabled, they will be able to remain in the home. They will be required to show proof of disability.
2. Clarifications on the application and awards.
 - a. The Economic Development Advisory Committee will not act as an advisory board and will not make recommendations to the Fraser Housing

Authority. All applications will be presented directly to the Fraser Housing Authority.

- b. An applicant can apply to purchase vacant land. The town will impose a timeline for the date of completion to build a home. The funds for the deed restriction will not be awarded until the certificate of occupancy has been received.
 - c. An applicant can apply for a construction loan. The town will impose a timeline for the date of completion to build a home. The funds for the deed restriction will not be awarded until the certificate of occupancy has been received.
 - d. An LLC, Corporation or other type of business may apply.
 - e. If multiple owners are on the title of the home all owners will be on the deed.
 - f. If there is a discrepancy with the assessor's site and what the homeowner has stated the number of bedrooms and bathrooms are the homeowner will be required to hire an inspector to provide proof of the correct number of bedrooms and bathrooms.
3. Minutes May 6, 2020

The Board rescinded the motion from the May 6, 2020 meeting," Trustee Vandernail moved and Trustee Waldow seconded the motion to appoint Katie Soles as the Chair of the Fraser Housing Authority. Motion carries 5-0."

Commissioner Soles moved and Commissioner Cerkvenik seconded the **motion** to have Mayor Vandernail serve as the Chair of the Fraser Housing Authority. **Motion carries 6-0.**

5. **Open Forum**

6. **Updates**

7. **Adjourn**

Commissioner Waldow moved, and Commissioner Soles seconded the **motion** to adjourn. **Motion carried: 6-0.** Meeting adjourned at 8:32 p.m.

Antoinette McVeigh, Town Clerk