

**CITY OF SOMERVILLE, MASSACHUSETTS**  
**SOMERVILLE AFFORDABLE HOUSING TRUST FUND**  
*JOSEPH A. CURTATONE*  
*MAYOR*

*Mary Cassesso, Managing Trustee*

*Trustees*  
Ben Ewen-Campen  
Michael Feloney  
Kathryn Gallant  
David Gibbs  
Donna Haynes  
Andrea Shapiro  
Brielle Short  
Jessica Turner

**Minutes**  
**January 9, 2020 Meeting – 5:15pm**  
Somerville City Hall 3<sup>rd</sup> floor Conference Room  
93 Highland Avenue, Somerville, MA 02143

Trustees present: Ben Ewen-Campen, Mary Cassesso, Mike Feloney, Kathryn Gallant, David Gibbs, Donna Haynes, Andrea Shapiro, Brielle Short, Jessica Turner

Trustees not present: none

Staff attending: Heidi Burbidge, OSPCD Housing Division

Others attending: City Councilor Stephanie Hirsch

Meeting started at 5:15pm with Andrea Shapiro serving as chair.

**1. Review and Approval of Meeting Minutes**

Trustees reviewed draft minutes of the December 12, 2019 Trust. Donna Haynes introduced a **motion** to approve the December 12, 2020 meeting minutes which was seconded by Mike Feloney and PASSED, 7-0-1 with Jessica Turner abstaining.

**2. Communications**

Trustee appointments

• Appointments

Councilor Ben Ewen-Campen reported that Councilor Stephanie Hirsch had been appointed as the chair of the Council Committee on Housing and Community Development and she would be replacing him as the Council's designee to the Trust. Trust members thanked Councilor Ewen-Campen for his service over the last two years.

Heidi Burbidge reported that David Gibbs had been appointed as a Trustee at the Council's December 12<sup>th</sup> meeting. Heidi noted that she had met with David to provide an orientation and that he had been officially sworn in as a trustee. Heidi distributed the Trust operating procedures which were part of David's orientation.

Jessica noted that the operating procedures require attendance at 9 of the last 12 meetings. She explained that it can be difficult for a low-income member to get to meetings consistently and asked if City resources could be made available to facilitate attendance.

Andrea noted that the request goes beyond the Trust's ability to respond, and suggested that this would be an issue most appropriately taken up by the City Council. Ben Ewen-Campen

noted that the question warrants consideration by the City Council and that he would be glad to initiate follow-up.

- Reappointments

Heidi noted that she would provide information to Mary Cassesso and Donna when Heidi is notified by the City Clerk that their reappointments are scheduled to be on the agenda for a meeting of the City Council's Committee on Appointments and Personnel Matters.

Clarendon Hill – update on project status

- Katie reported that POAH, Redgate and SCC were scheduled to provide an overview presentation of the project at the Zoning Board meeting on January 22, 2020 as part of the M.G.L. 40B comprehensive permit process. A public hearing would be held at a future date and public comment would be solicited. Katie also noted that the project team was surveying residents to determine relocation needs.

SomerVision 2040—Housing chapter

- Heidi distributed the housing section of the draft SomerVision 2040 plan. She noted that Mary had contributed to the planning process as SAHTF's representative on the Housing committee. Heidi noted that the plan would be voted on at an upcoming City Council meeting, following public comment and discussion.

*Mary Cassesso joined the meeting at roughly 5:30pm.*

Trust ordinance revision - Home Rule Petition status

- Heidi reported that a hearing of the General Court of Massachusetts Joint Committee on Housing was scheduled for Tuesday, January 14<sup>th</sup>. Among the bills to be considered were the Trust Home Rule Petition as well as transfer fee and right to purchase legislation. The Mayor would be testifying in support of these bills. Heidi noted that she was drafting a letter of support from the Trust for the transfer fee and right to purchase legislation. She noted that she would inquire with the Mayor's office about also drafting a letter of support for the Trust Home Rule Petition.

Obituary for former Trust member

- Heidi shared an obituary for former SAHTF member and long-time Somerville resident Mary-Louise Daly. Katie shared that of former SHA staff member and SAHTF Trustee Beth Monroe-Howe.

### **3. Ongoing/Unfinished Business**

CPA RFP proposal review

- Heidi distributed proposals that had been submitted to the Trust in response to the FY20 CPA Development Project and Housing Program RFPs. She distributed a breakdown of the amounts of the City's HOME and CDBG allotments for development projects. Mary asked for information on expected linkage payments to be brought to the next (February) meeting.

Heidi noted that E3's proposal for 31 Tufts Street was the only development project proposal that had been submitted. She referred to the memo in the meeting package from the Technical Advisory Committee to the City with its recommendation for E3 to be designated to redevelop the site. Mike noted that E3 had recently started the community process for the project and had held one community meeting so far.

Ben noted that the selection of E3 was made through a public process and that positive features such as passive house standards for the project were being considered. Mary

requested that E3 be invited to present the project at the February Trust meeting. Heidi asked Trustees to submit questions to her in advance and that she offered to send out a reminder with a deadline to do so.

Heidi reviewed the proposals that were submitted to the FY20 CPA Housing Program RFP. She noted that summaries of each proposal had been distributed at the December meeting. Mike noted that the proposal from Somerville Community Corporation for 100 Homes Program management expenses was for funding from the Trust that had been anticipated since the program's guidelines had been established. Donna Haynes introduced a **motion** to allocate \$200,000 of FY20 CPA funds to the Somerville Community Corporation for the 100 Homes Program management expenses. Ben Ewen-Campen seconded the motion and it PASSED 9-0.

*Brielle Short recused herself and left the meeting at 6:05pm.*

Mary Cassesso introduced a **motion** to allocate \$199,952 of FY20 CPA funds to the Somerville Homeless Coalition for the CPA PASS Expansion Program. Donna Haynes seconded the motion and it PASSED 8-0-1 with one recusal.

Katie Gallant introduced a **motion** to allocate \$66,108 of FY20 CPA funds to the Somerville Homeless Coalition for the Leasing Differential Program. Mike Feloney seconded the motion and it PASSED 8-0-1 with one recusal.

*Brielle Short rejoined the meeting and David Gibbs recused himself and left the meeting at 6:10pm.*

Mary Cassesso introduced a **motion** to allocate \$100,000 of FY20 CPA funds to the Community Action Agency of Somerville for the Housing Stability Program. Katie Gallant seconded the motion and it PASSED 8-0-1 with one recusal.

*David Gibbs rejoined the meeting at 6:15pm.*

Heidi noted that she had requested information from RESPOND Inc. about whether they had made expenditures from the Trust's FY19 CPA award to RESPOND's Housing Program for Victims of Domestic Violence. Trustees agreed to defer a vote on RESPOND's FY20 proposal until that information was available.

*Ben Ewen-Campen and Mike Feloney left the meeting at roughly 6:20pm.*

- Trust contracts status

Heidi reported on the following pending contracts:

- The contract with SHC for the CPA PASS Expansion program had been executed on December 23, 2019.
- SHC had submitted required contract documents for the CPA PASS Admin contract, and Heidi would initiate routing for review and execution of the contract.
- RESPOND staff had stated they would submit required contract documents for the Housing Program for Victims of Domestic Violence contract.
- Heidi would draft contract amendments to extend the term of the existing contract with CAAS to June 2020.
- Heading Home had billed \$2,800 to date on their \$45,000 FY18 PSH Leasing Differential contract. Heidi noted that 9 months of the 12-month contract period had elapsed. In April 2019 the Trust had voted to reserve \$50,000 of FY19 CPA funds requested by Heading Home pending progress reports on the FY18 award.

Heidi noted that she would request progress reports from Heading Home and ask whether the agency expected to expend the contract funds. Trustees requested that

Heidi inform Heading Home that both an affirmative response from them by a deadline date followed by fulfillment of the contract would be required before the Trust would consider approving the second request.

- The Law Department was reviewing a contract with SCC for \$103,880 in 100 Homes Program carrying costs.
- Heidi had requested contract documents from SHC for the FY20 Leasing Differential and CPA PASS Expansion contracts.

#### 4. New Business

Request from SCC to hold 75 Cross Street payment as replacement reserves-

- Heidi distributed a memo from Amanda Pelcher, Chief Financial Officer at SCC, requesting that the Trust allow 75 Cross Street LLC to deposit the cash flow payment totaling \$56,057 otherwise due to the Trust into its replacements reserves to assist capital work and to ensure the property is adequately capitalized. Heidi distributed a document prepared by Housing Division staff members Kelly Donato and Lisa Davidson that provided a description of the loan, the first two pages of the Promissory Note, the Cash Flow Report for 2017 and 2018 and the history of loan payments. Several Trustees noted that they had never received a similar request from a borrower. Andrea suggested that Trustees submit questions for SCC about the request to Heidi to provide to SCC. Heidi noted that she would ask SCC staff to attend the February Trust meeting for discussion with Trustees of the request.

Request from CAAS for FY19 CPA funds-

- Heidi noted that in April 2019, Community Action Agency of Somerville (CAAS) had requested \$50,000 of FY19 CPA, for its Homelessness Prevention Assistance Fund. The Trust had voted to hold \$50,000 of FY19 CPA funds in reserve pending progress reporting on CAAS's FY18 CPA award of \$50,000 for the project. Heidi distributed a letter from Mark Alston-Follansbee, Director of Housing Services at CAAS reporting that since the original award was made the program had served 24 families with move-in expenses that included first and last month's rent and security deposit. CAAS reported they had spent \$42,479.43 of the \$50,000 to date with five months left on the contract. Mary Cassesso made a motion to release the \$50,000 of FY19 CPA funds held in reserve and award it to CAAS for the Homelessness Prevention Assistance Fund. Donna Haynes seconded the motion and it PASSED 7-0.
- Transfer fee and tenant protections legislation support letters  
This item was taken up earlier in the meeting.
- Monthly CPA financial reports for November and December  
Heidi reviewed the monthly CPA financial reports which were limited to earned interest received.
- Monthly non-CPA financial report for November  
Heidi reviewed the monthly non-CPA financial report which included new linkage payments of \$184,647.20 for Cedar Place and \$20,671.94 for 44 Medford Street.

A **motion** was made to adjourn which was seconded and PASSED, 7-0.

*Next meeting date – The next meeting date will be Thursday, February 13, 2020 at 5:15pm in the Somerville City Hall 3<sup>rd</sup> floor conference room.*

Documents distributed:

- Draft December Trust meeting minutes
- Trust Operating Procedures
- SomerVision 2040 Housing section
- Notice of Public Hearing: Landlord/Tenant Law (and other housing bills)
- List of HOME, CDBG funds
- List of FY20 CPA Request for Proposals – Proposals Received
- FY20 CPA Housing RFP Responses – Summary Information – Dec. 12, 2019
- Copies of FY20 CPA Housing RFP Responses
- 31 Tufts RFP Recommendation
- Request letter from SCC re: Cross Street
- Document with 75 Cross Payment details prepared by Housing staff
- Request letter from CAAS regarding CPA Homelessness Prevention Assistance Fund Contract
- Monthly CPA financial report for November and December
- Monthly non-CPA financial report for November