

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
Donna Haynes
Andrea Shapiro
Brielle Short
Jessica Turner

Minutes

October 10, 2019 Meeting – 3:15pm

Somerville City Hall 2nd floor Committee Room
93 Highland Avenue, Somerville, MA 02143

Trustees present: Mary Cassesso, Mike Feloney, Kathryn Gallant, Donna Haynes, Andrea Shapiro, Brielle Short

Trustees not present: Ben Ewen-Campen, Jessica Turner

Staff attending: Heidi Burbidge, OSPCD Housing Division

There was one member of the public attending, who shared his first name and that he was a local realtor.

Meeting started at 3:15pm with Andrea Shapiro serving as chair.

1. Review and Approval of Meeting Minutes

- Trustees reviewed draft minutes of the September 12, 2019 Trust meeting that Heidi Burbidge had drafted. Brielle asked a clarifying question which Heidi addressed and noted she would incorporate in the minutes. Katie Gallant introduced a motion to approve the September 12, 2019 meeting minutes with that clarification noted, which was seconded by Donna Haynes and PASSED, 6-0, following the arrival of a 6th member needed for quorum.

2. Communications

- Trustee reappointments and vacancy status-
Heidi reported that the City's Appointments Advisory Committee (AAC) had interviewed David Gibbs, the Executive Director of the Community Action Agency of Somerville (CAAS), who had submitted an application for the vacant Trust position for a representative of a non-profit organization. The AAC planned to recommend to the City Council that he be approved. The recommendation will go to the City Council and be referred to the Committee on Appointments and Personnel Matters.

Heidi shared a notification about one open position for a Somerville resident to serve on the Community Preservation Committee. The application deadline is October 25, 2019; information is available on the City's website.

- Clarendon Hill – update on project status-
Katie Gallant reported that the project team will present new proposed terms for the project to the City Council. Mike noted that this will include a comparison of whether the current plan is consistent with what has been presented and considered in the past. The next major step

will be to seek necessary zoning relief. Katie noted that the project team projects that a financial closing could happen in March, 2020 and that relocation could start in June, 2020.

Mary Cassesso joined the meeting at 3:30pm.

- Transfer fee legislation update-
Heidi shared information from Hannah Carrillo, OSPCD Sustainable Neighborhoods Initiative Coordinator. Representative Fernandez is spearheading meetings on the draft compromise transfer fee bill. The working group working on scheduling a press conference as well as establishing a steering committee.

3. Ongoing/Unfinished Business

- Trust ordinance revisions Home Rule Petition (HRP) status-
Heidi reported that the Home Rule Petition to expand the funding scope of the Affordable Housing Trust Fund was referred for recommendation to the Legislative Matters Committee at the September 26th City Council meeting. Mike noted that at the May and June 2019 Trust meetings, Trustees had reviewed initial language to expand the purpose of the Trust to include support for housing-related social service programs for tenants. In September the Mayor's office had proposed an additional expansion to include start-up costs for new affordable housing production initiatives.

This expansion would allow the Trust flexibility to provide funding to a Community Land Trust (CLT) or other housing nonprofit that could undertake projects such as development of affordable housing on lots formerly owned by the City. Mike noted that Ben Ewen-Campen is part of the CLT working group and that he could provide additional perspective on this issue. Heidi noted that she would share the language that had been referred to the committee.

- Trust contracts status-
Heidi noted that there were four contracts for housing programs that were routing and near the end of routing process (with Purchasing and/or Auditing departments). She noted that she would be working with SCC on the contract for the award for \$103,880 for 100 Homes Program carrying costs that was approved at the September meeting.

4. New Business

- FY20 Annual Trust Budget-
Heidi distributed a budget summary from then end of August 2019 to the end of the FY20 fiscal year. She noted the amount of funds available at the end of August; gave a breakdown of projected income and expenses, and noted the amount available through the end of FY20 which totaled \$5,563,238. The summary also showed the amount available distributed among existing Trust priorities by program types and households served. It was noted that during the next round of strategic planning the Trust will have flexibility to adjust priorities.

Mary noted that the current SomerVision 2040 planning initiative will produce a document that will include the City's housing priorities, and that they would be a good starting point for the Trust's next strategic planning process. Mary noted there might be benefit for the Trust to allow several months for its strategic planning and that sometime in January might be a good target date to put out an RFP for a consultant to lead the process. It was decided that this would be on the agenda at upcoming Trust meetings.

- FY20 CPA budget-
Heidi noted that CPA Trust funds are considered separately from non-CPA Trust funds and so were not a part of the non-CPA Trust budget information that she had presented during discussion of the previous agenda item. She reported that the City Council approved a

distribution of \$1,160,394 of FY20 CPA funds for community housing uses. Of the total amount, \$312,153 will be used by the Community Preservation Committee to pay debt service on the 100 Home bond, with \$848,241 remaining to be allocated by the Trust.

- CPA Housing Program and Housing Development RFPs-
Heidi distributed copies of two draft Request for Proposals (RFPs) for Trustees to review: FY20 CPA Funding Opportunity for Development Projects Related to Housing Units and FY20 CPA Funding Opportunity for Housing Programs. She also shared a memo recommending the following schedule for the RFPs: 1) Issue RFPs on October 23, 2019; 2) Proposals due on December 9, 2019; 2) Decisions at February 12, 2020 Trust meeting with potential follow up in April if needed. Heidi requested that Trustees review the draft RFPs and provide any comments or edits by October 17th so that she would have time to respond before issuing the RFPs on October 23rd.
- Monthly CPA financial reports for May, June, July and August-
Heidi reviewed CPA financial reports for May, June, July and August showing revenue, expenses, obligations and CPA funds available.
- Monthly non-CPA financial reports for May, June, July and August-
Heidi reviewed non-CPA financial reports for May, June, July and August showing revenue, expenses, obligations and non-CPA Trust funds available.

Mary Cassesso made a motion to accept the May, June, July and August CPA and non-CPA Trust monthly financial reports that was seconded by Donna Haynes and passed 6-0.

A **motion** was made to adjourn which was seconded and PASSED, 6-0.

Next meeting date – The next meeting date will be Thursday, November 14, 2019 at 6:15pm in the Somerville City Hall 3rd floor conference room.

Documents distributed:

- Draft September Trust meeting minutes
- Community Preservation Commission open position posting
- Draft Trust Budget Forecast to end of FY20
- Summary of FY20 CPA Community Housing Allocation
- Memo from Heidi Burbidge with FY20 CPA RFP schedule recommendation
- Draft FY20 CPA Request for Proposals for Housing Programs
- Draft FY20 CPA Request for Proposals for Development Projects
- Monthly CPA financial reports for May, June, July and August
- Monthly non-CPA financial reports for May, June, July and August