

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

December 12, 2019 Meeting – 5:15pm

Somerville City Hall 3rd floor Conference 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

Others attending: David Gibbs, Community Action Agency of Somerville

Meeting started at 5:15pm with Mary Cassesso serving as chair.

1. Review and Approval of Meeting Minutes

- Trustees reviewed draft minutes of the November 14, 2019 Trust. Andrea Shapiro introduced a motion to approve the November 14, 2019 meeting minutes which was seconded by Donna Haynes and PASSED, 6-0.

2. Communications

- Transmission of Trust report to CPC-
Heidi distributed a copy of the Fall 2019 semi-annual Trust report to the Community Preservation Committee (CPC) that she had prepared and shared with the CPC before its November meeting. Heidi noted that CPC members had responded positively to the report, commenting that it was the best one to date, and that the semi-annual Trust reports had kept getting better since she had begun providing them to the CPC in 2016.
- Trustee reappointments and vacancy status-
Heidi reported that David Gibbs had been interviewed by the City Council's Committee on Appointments and Personnel Matters on December 10th and that the committee had voted to recommend his appointment to the full Council. His appointment was on the agenda for the December 12th Council meeting the same evening as SAHTF's December meeting. Heidi also noted that she had initiated the reappointment process for Donna and Mary last year, and that upon the Appointments Advisory Committee setting a date for an interview, Donna and Mary would be notified.
- Clarendon Hill – update on project status-
Katie reported that the State recently announced and awarded a \$4.4 million MassWorks Infrastructure Program grant for roadway improvements and drainage work in support of the

redevelopment of the Clarendon Hill housing complex. Mike Feloney noted that these funds would make possible infrastructure and traffic pattern improvements at the intersection of Powder House Boulevard and Alewife Brook Parkway to help address dangerous existing conditions. Katie reported that the project may appear before the city's Design Review Committee on January 9, 2020. Katie reported that POAH had met with Housing Authority staff about relocation plans for residents and the use of housing vouchers for interim housing arrangements, in some cases.

- Transfer fee legislation update-
Heidi shared information from Hannah Carrillo, OSPCD Sustainable Neighborhoods Initiative Coordinator and Ellen Shachter, the Director of the Office of Housing Stability. She reported that the State Legislature's Municipalities Committee had recommended Rep. Mike Connolly's enabling legislation for real estate transfer fees to the House Committee on Steering, Policy and Scheduling. Heidi noted that none of the bills (home rule or enabling) had come out of the Revenue Committee yet and that the Chair had Somerville's proposed re-draft but had not acted on it to date. She reported that on December 5th Brookline had approved a home rule petition for a real estate transfer fee and the Mayor of Boston had also taken a position in favor of some version of a proposed transfer fee.

Mary suggested that the Trust might prepare a letter of support for the legislation. Heidi noted she would consult with Ellen Shachter about the best format for follow-up.

3. Ongoing/Unfinished Business

- Trust contracts status-
Heidi reported on the following pending contracts:
 - The contract with SHC for the CPA PASS Expansion program was routing through the Law Department.
 - SHC was to submit required contract documents for the CPA PASS Admin contract, after which she would initiate routing for review and execution.
 - RESPOND was to submit required contract documents for the Housing Program for Victims of Domestic Violence contract after which she would initiate routing for review and execution.
 - She would draft two contract amendments to extend the terms of existing contracts with CAAS and Heading Home to June 2020.

(After the meeting, Heidi noted that the Law Department was reviewing a contract with SCC for \$103,880 in 100 Homes Program carrying costs)

4. New Business

- CPA RFP proposals received-
Heidi distributed copies of proposals that had been submitted in response to the CPA RFPs and a summary document that she had prepared describing each proposal. She noted that she had distributed electronic copies by email. Heidi reviewed the summary she had shared, and noted that Trustees would be able to discuss each proposal at the January meeting, with voting anticipated for February. (The summary of the proposals is attached to these minutes).

Andrea requested that at the January meeting staff share information regarding non-Trust City resources such as HOME and CDBG funds that might be available. Mary requested staff share information about schedule for CPA funding cycle for the rest of FY20 and FY21. It was noted that additional information about the designation of E3 to develop the 31 Tufts site would be helpful and that staff would bring that to the January meeting. Mike noted that,

while the award process was organized around January review and February award decisions, he had received inquiries from applicant(s) as to whether a January award may be possible.

Mike Feloney left the meeting and David Gibbs joined the meeting at roughly 6:00pm.

- Trust audit-
Heidi noted that the Trust ordinance requires an annual outside audit of Trust finances. She reported that in November the City's Auditing Division has again asked the auditing firm Powers and Sullivan, who had conducted prior financial reviews of the Trust, to conduct the next audit. She noted that Powers and Sullivan have given an estimated time frame of January to February to conduct work on the audit. Powers and Sullivan estimated the expected cost to be at or below \$6,000, and that after reviewing the scope of work they would submit an engagement letter for consideration by the City.
- Monthly non-CPA financial report for October-
Heidi reviewed the non-CPA financial report for October. She noted that two three-year contracts for the Tenancy Stabilization Program were added as commitments. She noted that the Trust had received three fractional payments since the September report which included payments of \$66,676.84 for the Rail and Glass project at a corner of Woodbine St. and Lowell St., \$184,647.20 for the Cedar Place project at a corner of Cedar St. and Murdoch St., and \$20,671.94 for the project located at 44 Medford St.

A **motion** was made to adjourn which was seconded and PASSED, 5-0.

Next meeting date – The next meeting date will be Thursday, January 9, 2019 at 5:15pm in the Somerville City Hall 3rd floor conference room.

Documents distributed:

- Draft November Trust meeting minutes
- Fall 2019 semi-annual Trust report to the CPC
- 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
- Monthly non-CPA financial report for October