

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

*Mary Cassesso, Managing Trustee*

***Trustees***

Lisa Davidson  
Michael Feloney  
Donna Haynes  
Daniel LeBlanc  
Beth Monroe-Howe  
Ben Ewen-Campen  
Martin Polignone  
Andrea Shapiro

**Minutes**

**December 14, 2017 Meeting – 6:15pm**

City Hall, 3rd Floor Conference Room  
93 Highland Avenue, Somerville, MA 02143

Trustees present: Mary Cassesso, Lisa Davidson, Mike Feloney, Donna Haynes, Danny LeBlanc, Beth Monroe-Howe Mark Niedergang, Martin Polignone, Andrea Shapiro

Staff attending: Alan Inacio, Director of Finance and Administration, City of Somerville Office of Strategic Planning and Community Development; Heidi Burbidge, City of Somerville Housing Division

Others attending:

The meeting began at 6:20pm with Mary Cassesso serving as chair.

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

Trustees reviewed Meeting Minutes of the November 9, 2017 Trust meeting drafted by Heidi Burbidge. Andrea Shapiro introduced a **motion** to approve the November 9, 2017 meeting minutes which was seconded by Mark Niedergang and PASSED, 9-0.

**2. Communications**

Mark Niedergang announced that new Board of Aldermen board appointees would be announced in early January 2018, meaning the December's SAHTF meeting would be Mark's last as a trustee. Mark thanked trustees and staff for the opportunity to serve and work with them on SAHTF. Trustees likewise thanked Mark for his service on the Trust and for his high level of commitment and engagement during his tenure.

Action on 2017 CPA Housing Project proposals:

- Mike Feloney reported The Trust's bonding request to the Community Preservation Committee (CPC) was unanimously approved by the CPC at its November 14, 2017 meeting. Danny LeBlanc provided a brief update on the project's status. Danny noted that a community meeting with the Clarendon Hill residents and the development team was held on December 13<sup>th</sup>. The meeting was focused on selected, remaining areas of concern to Clarendon Tenants United, including issues associated with the use of project-based Section 8 vouchers for 54 of the affordable units to be provided. Danny noted that follow-up to the community meeting will include 'office hours' to help address resident concerns and clarify the issues involved, and could also involve administering a survey to further gauge tenant support for the project in its current form.

*OSPCD A&F Director Alan Inacio joined the meeting at 6:30pm.*

#### Trust Audit Report

- Mike Feloney introduced the Trust Audit Report completed in final draft form, as prepared by Powers and Sullivan LLC Certified Public Accountants. Mike briefly reviewed selected comments and questions he had transmitted to Richard Sullivan, prior to Alan Inacio's review of main points from the review.

Alan noted that the audit report included FY16 and FY17 finances, including the first two years of operations with Community Preservation Act (CPA) funds. Alan explained that Powers and Sullivan (P&S) used a sample transaction method to test Trust financial reports and documentation of mitigation and loan payments received, and payments of Trust commitments. P&S found documentation to be in good order.

Feedback comments and questions included the following:

- Staff will compare internal financial reports to check agreement related to balances reported.
- Trustees requested that information be provided at an upcoming Trust meeting about how analogous boards operating within City financial infrastructure conduct audits or financial reviews, and confirmation that a review is sufficient for SAHTF, with the City's audit meeting requirements for SAHTF.

#### Draft FY17 Annual Report

- Mike reported that staff were revising the draft narrative for the Trust report and recommended that Trustees engage the service of graphic designer Kim Schmidt. Samples of work by Kim Schmidt Design were circulated. Trustees agreed to request a formal bid for layout of the report from this firm..

*Danny LeBlanc left the meeting at 6:45pm.*

- Mark Niedergang requested that the quarterly Trust report to the Board of Aldermen be prepared in time for the January board meeting, so that he could deliver it at that meeting.

*Mark Niedergang left the meeting at 6:50pm.*

### **3. New Business**

- Timing of next opportunity for proposals for CPA Housing funds There was discussion of past practice in this area. Based on that discussion, Heidi Burbidge will consult with CPA staff about CPC schedule for allocation of CPA funds and follow up accordingly.

### **4. Unfinished Business**

Trust Tenancy Stabilization (TSP) RFP -- proposal received

- Staff reported that the deadline for the TSP RFP was December 8, 2017, with a single proposal received, from Just-a-Start Corporation. The Somerville Homeless Coalition which has operated the program in recent years, did not submit a proposal due to staff not being aware that a final RFP had been posted. There was discussion of the merits of the proposal received, and whether the Trust was comfortable apparent experience and qualifications.

Trustees discussed whether the Trust could extend and/or should extend the deadline to help ensure that the maximum number of potentially responsive proposals is received. Based on that discussion, staff will consult with the City legal staff to determine appropriate next steps. In the event there is a decision to proceed to interviews, staff will circulate potential questions

as discussed at the meeting and follow up with JAS to schedule an interview at the Trust's January meeting.

At the request of Trustees, Heidi provided an update on grant agreements with Housing Program Providers. Trustees requested that all agreements be complete by the first full week of January.

## **5. Adjournment**

The meeting adjourned at 7:30pm with a motion to adjourn adopted 7-0.

*Next meeting date* – The next meeting date will be January 11<sup>th</sup> at 6:15pm.

Documents distributed:

- November 9, 2017 meeting minutes
- Final draft Audit report