

**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  
Daniel LeBlanc  
Andrea Shapiro

**Minutes**  
**February 14, 2019 Meeting – 4:30pm**  
Somerville Public Library Central Branch Auditorium  
79 Highland Avenue, Somerville, MA 02143

Trustees present: Mary Cassesso, Ben Ewen-Campen, Mike Feloney, Kathryn Gallant, Donna Haynes, Danny LeBlanc

Trustees not present: Andrea Shapiro

Staff attending: Heidi Burbidge, OSPCD Housing Division

Others present: None

Meeting started at 4:35pm with Mary Cassesso serving as chair.

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

Trustees reviewed draft minutes of the January 10, 2019 Trust meeting that Heidi Burbidge had drafted. Danny LeBlanc introduced a **motion** to approve the January 10, 2019 meeting minutes which was seconded by Mike Feloney and PASSED, 6-0.

Ben Ewen-Campen asked about the status of quarterly updates from the Trust to the City Council. Heidi noted that she would provide the updates for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2018, and would do that as soon as possible.

**2. Communications**

Update on status of Trustee reappointments and vacancies

- Heidi distributed a posting with information about the application process for the open Trustee position designated to be filled by a representative of a Somerville non-profit organization, and noted that the application deadline is February 28th. Mike mentioned that Ellen Shachter had offered to share the posting with Somerville non-profit organizations she has worked with, and that the City’s Communications Department had also been given the posting to distribute.

Heidi also noted that the City’s Appointments Advisory Committee voted to recommend Jessica Turner as low-income tenant representative to the Trust, and that the City Council Committee on Appointments and Personnel Matters would consider Jessica’s appointment at an upcoming committee meeting, yet to be scheduled. Jessica is an officer in Clarendon Residents United, and has been involved in advocating for its revitalization.

Heidi noted that reappointments for Mary, Danny, Donna Haynes and Andrea Shapiro have been referred by the City Council as a whole to the City Council Committee on Appointments and Personnel Matters for recommendation. Heidi reported that when she had notice from City Clerk that she would notify Trustees.

Mary suggested that staff should conduct a new member orientation for Trustees when they are appointed. Staff will follow up.

#### Clarendon Hill – project status update

- Danny provided an update that the development team for the Clarendon Hill project is continuing to work toward closing the project’s budget gap. The team has recently had discussions with representatives from Jan Snel Flexible Construction, a company from the Netherlands also with offices in Belgium and Germany, that specializes in a variety of models for construction of housing units, including permanent, semi-permanent, temporary and emergency housing. Meetings with the company have included representatives from the state’s Executive Office of Housing and Economic Development, who have expressed interest in potential positive economic development impacts of the company doing business in Massachusetts. This raises a possibility that the state may consider providing incentives that could offset some of the project’s costs.

Danny noted that a conference call was scheduled for February 25<sup>th</sup>, when the development team would discuss the prospects for moving forward including the possibility of scheduling community meetings in March to provide an update to residents and community stakeholders. The team hopes to be able to initiate a zoning process in the spring. Danny said that he would let Trustees know if a March meeting is scheduled.

Katie Gallant noted that there is a garage structure behind SHA’s Waterworks building that does not have an historic restriction, and Danny added that there may be potential for a project to be done there under existing zoning relief SHA has in place.

#### Update on CPA RFPs and Tenancy Stabilization Program RFP

- Heidi noted that two Requests for Proposals were posted on January 22<sup>nd</sup> for organizations and developers seeking FY19 CPA funds for Housing Programs and for Development Projects with affordable units, respectively. A third RFP was also posted for operation of the Trust’s Tenancy Stabilization Program. The deadline for all three RFPs is March 5<sup>th</sup>. Copies of the RFPs were sent out to all agencies on the CoC list-serv and to two developers who might have interest. Notification of the RFPs was advertised in the Somerville Times and provided to the City’s Communication Department for distribution.

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

#### Status of Trust contracts

- Heidi provided an update on contracts that have not yet been executed. One of the three remaining contracts is routing for signature. She noted that she was waiting for the agencies involved to provide documents needed for two other contracts. (One of those was on the meeting agenda under new business; Heading Home is asking for an amendment to their request.) In addition, two contract amendments are out for agency signature.

#### Follow-up on potential Trust ordinance home rule petition

- Mike reported that the Mayor’s office has provided feedback on viability of pursuing a Home Rule Petition (HRP) for the City to enact an ordinance allowing Somerville’s

Affordable Housing Trust to operate independent of the Commonwealth's enabling legislation. The HRP would be sought along with other HRP priorities during the current legislative session. Ben noted that City Councilors were prepared to work with the local legislative delegation as soon as possible on HRP matters and for the proposed statewide transfer fee.

#### 4. New Business

##### Request from Heading Home for amendment to FY18 CPA award

- Heidi distributed a request from Heading Home that had also been circulated by email in advance of the meeting. She noted that in July 2018, Heading Home was awarded \$45,000 of FY18 CPA funds to help them secure units as part of the Somerville Better Homes 3 Program which is a HUD funded Permanent Supportive Housing program they operate. Heading Home's original proposal described challenges with utilization that had resulted in reversion of partial program funds to HUD in part due to scarcity of units in Somerville available for lease at or below Fair Market Rent.

The Trust's CPA award will cover the difference between FMR and actual rent. Heading Home was currently requesting an amendment to the award allowing them to apply a portion of the \$45,000 to the rent gap for units that are part of another HUD-funded Permanent Supportive Housing Program called Somerville Stepping Stones and to allocate the funds between the two programs according to where there is the most need and opportunity.

Danny LeBlanc made a **motion** to approve the request from Heading Home to allow the agency to use a portion of the \$45,000 Trust FY18 CPA award to augment rent payments for units leased as part of their Somerville Stepping Stones Permanent Supportive Housing Program. The motion was seconded by Donna Haynes and PASSED 6-0.

##### FY19 Trust MOA with Community Preservation Committee

- Heidi distributed copies of a Memorandum of Agreement between the Community Preservation Committee (CPC) and the Trust setting the terms and understanding of the FY19 CPA housing appropriation of \$1,396,986 in Community Preservation Act funds from the CPC to the Trust that had been prepared by CPC staff. Katie called attention to a discrepancy in amounts listed in the agreement. Heidi noted that she would request a corrected version.

Danny LeBlanc made a **motion** for the Trust to accept the appropriation from the Community Preservation Committee of Community Preservation Act funds in the amount as corrected by CPA staff, and to authorize Mary Cassesso as Managing Trustee to sign the corrected agreement setting terms and understanding of that appropriation with the amount of the housing appropriation corrected therein. The motion was seconded by Ben Ewen-Campen and PASSED 6-0.

##### Monthly non-CPA financial reports for September, October, November, December

- Heidi presented monthly non-CPA financial reports for September, October, November and December, noting the receipt of FRIT linkage payments in December.

##### Monthly CPA financial reports for June, July, August, September, October, November, December

- Heidi presented monthly non-CPA financial reports for June, July, August, September, October, November and December. Ben asked when drawdowns on 100 Homes properties would be made. Mike noted that Housing Division staff was expecting the Somerville Community Corporation to submit invoices to draw down a significant portion of 100 Homes bond funds later in February, and that these funds would be applied as permanent subsidy to retire an acquisition loan from Massachusetts Housing and Finance agency.

Mary Cassesso noted the range of the amount of interest earned each month in the CPA account. Heidi will look into this and bring information about it to a future meeting.

Danny LeBlanc made a **motion** to accept the monthly financial reports. The motion was seconded by Katie Gallant and PASSED 6-0.

Danny announced that there were two bills at the state legislature that would increase state CPA matching funds available to CPA communities. With more municipalities adopting the CPA, the state funds will be distributed among more recipients which could mean less available per community unless the total amount of the state's CPA appropriation is increased.

Katie announced that the SHA has a manager's assistant/clerk position open for which they would be hiring in the near future. Mike suggested that SHA contact the talent recruitment specialist in the City's Personnel Department who could provide assistance with outreach to potential candidates.

At approximately 5:45pm a motion was made to adjourn which was seconded and passed, 6-0.

*Next meeting date – The next meeting date will be Thursday, March 14, 2019 at 6:15pm in the Somerville City Hall 3<sup>rd</sup> floor conference room).*

Documents distributed:

- Draft February Trust meeting minutes
- Position Description for open Trustee Position of representative of a non-profit organization
- Request from Heading Home to use grant funding for Somerville Stepping Stones program
- Unexecuted Memorandum of Agreement between the CPC and the Trust
- Monthly non-CPA financial reports for September, October, November and December
- Monthly CPA financial reports for June, July, August, September, October, November and December