

**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 Munroe-Howe  
Mark Niedergang  
Martin Polignone  
Andrea Shapiro

**Minutes**  
**December 8, 2016 Meeting – 6:15 PM**  
City Hall, 3rd Floor Conference Room  
93 Highland Avenue, Somerville, MA 02143

Trustees present: Mary Cassesso, Lisa Davidson, Donna Haynes, Danny LeBlanc, Mark Niedergang, Martin Polignone, and Andrea Shapiro

Clerk to Trust: Heidi Burbidge, City of Somerville Housing Division

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

*1. New Business*

- New Trustee Martin Polignone – introduction/welcome  
Introductions were made around the table by all Trustees to greet Martin Polignone, the newest Trustee who was attending his first meeting as a Trustee.
- Review of Minutes from November 30, 2016 Meeting  
A **motion** to approve the November 30, 2016 Meeting Minutes was introduced by Andrea Shapiro with a second by Lisa Davidson. The motion PASSED 6-0-1 with Martin Polignone abstaining.
- Trustee’s term expiration and next steps  
Lisa Davidson has expressed her interest in a second term. Heidi Burbidge gave a summary of the process for reappointment which staff shall commence.

*2. Follow-up from November Meeting*

- Municipal Trust and CPA Funds, allowable uses—continued consideration/discussion (including FY17 Housing Programs NOFA Awards)  
Mary Cassesso gave background that several months ago Mike Feloney brought information to Trustees’ attention that the activities described in the scope of services for program grants approved on July 20, 2016 may not be considered by the Department of Revenue to be “Housing Support,” one of the four categories allowed for use by Municipal Trust or Community Preservation Act funds.\*

- \* Mike Feloney was not in attendance at the December meeting Trust meeting due to a conflict. He reminded staff preparing minutes that the issue of Housing Support program eligibility was collectively raised by staff and trustees who attended Massachusetts Housing Partnership's (MHP) seminar Training for Municipal Housing Trusts on September 16<sup>th</sup>, 2016.

The four categories were discussed. Heidi Burbidge summarized how they had been recently clarified, and gave examples of what might be considered to be within the category of Housing Support and conversely what would not. A Trustee question was posed as to whether administrative costs can be included as a part of awards. Heidi responded that they can be; however, there is not yet a clear or explicit standard for what percentage for admin is acceptable.

Trustees attending reiterated previously expressed concerns that decisions had been made in July, and that contracts had not yet been prepared. The concern, also previously expressed, that award letters that had been sent to agencies after the July Trust meeting are contractually binding. Trustees were in agreement that they would like to "make good" on those awards. Notwithstanding that concern, Heidi noted the concern previously conveyed by staff, that it may not be possible for Housing Counsel to certify that contracts funding activities now known to be ineligible (based on information secured in September) are legal and 'signable' by the City Solicitor and Mayor.

A **motion** to authorize the contracts for both the NOFA Housing Grants and the Program Grants was introduced by Danny LeBlanc with a second by Mary Cassesso. The motion PASSED 5-0-2. Danny LeBlanc and Lisa Davidson recused themselves from the vote on this item.

Housing staff was asked to explore whether other funding sources may be available to support these programs, for instance CDBG. Trustees also noted that the CPA Program RFP to be prepared soon should be updated to clearly state allowable uses. There was discussion about whether the Trust should notify housing program agencies that funds will be more limited. It was decided to wait until the RFP is released and make it clear at that point.

*Mark Neidergang left the meeting at 6:53pm.*

Trustees asked the City to explore whether it could adopt a revised ordinance that does not have these limitations. Danny LeBlanc requested that this be on the agenda for the January meeting. Donna Haynes requested that staff send her the 1989 and 2005 ordinances by email.

- FY17 Community Preservation Act (CPA) funds allocation process

Trustees reviewed the schedule for FY16 CPA funds that was presented by Kelly Donato at the Trust's November meeting. In FY16 a Request for Information (RFI) had been issued in advance of the RFPs, to allow Trustees to get a sense of the volume of interest. Trustees attending agreed that for FY17, there was not the same need to issue a RFI. The Trustees inquired about the timing and amount of CPA funds to be allocated for FY17. They asked that staff provide that information along with a draft RFP at the January Trust meeting.

- FY17 preliminary budget projections

Heidi presented the FY17 preliminary budget projections. Trustees asked that for loans and linkage, the number of payments and which payment be indicated in the notes. It was also noted that the staff salary was not listed; this will be provided in the next update. Danny LeBlanc noted that the Trust ought to be aggressive about soliciting potential projects for the pipeline.

3. *Announcements:*

- There were no announcements.

*The meeting adjourned at 7:22pm with a motion from Danny LeBlanc seconded by Lisa Davidson and adopted 6-0.*

Documents Distributed:

- Draft November, 2016 Minutes
- Notice of Funding Availability, Grants for Housing Assistance Programs (May 22, 2016)
- List of applicant Housing Assistance Programs (FY17 Applications for SAHTF Program Grants)
- SAHTF RFI for FY16
- FY17 Budget Forecast as of 8/16/16