



Concord Municipal Affordable Housing Trust
Wednesday, February 8, 2023 at 5:00 pm
[Virtual Meeting via Zoom](#)
Approved Meeting Minutes

1. *Call to Order / Roll Call* – Chair Keith Bergman called the meeting to order at 5:01 pm on Zoom. Roll call of members present: Linda Escobedo, Mike Lawson, Rich Feeley, Kerry Lafleur, and Keith Bergman. Also present were Concord Housing Development Corporation chair Lee Smith; Concord Housing Authority members Rick Eifler and Stephan Bader, and Executive Director Jennifer Polito; Regional Housing Services Office Director Liz Rust; Concord Director of Planning and Land Management Marcia Rasmussen; Finance Committee member Ray Andrews; and developer Todd Benjamin.

2. *Approval of minutes - January 26, 2023* – Mike Lawson moved to approve the meeting minutes of January 26, 2023; seconded by Rich Feeley; and approved by unanimous vote (5-0).

3. *Housing Production Plan – Updating CMAHT guidelines to reflect updated HPP; Formalizing application process for Trust funds with Town staff support* – The chair reported that the Trust is updating its application forms and procedures using the [Community Preservation Committee’s procedures manual](#) as a model. Given the level of funding that may soon be available to the Trust, and since RHSO staffs a likely applicant for those funds (CHDC), the Trust needs to be able look to Town staff to help administer its application process. Town Manager Kerry Lafleur responded that the Economic Vitality Manager—a new position which will come on board in March-- looks to be the best opportunity for providing such staff support to the Trust. Members thanked Kerry for this welcome news. The chair asked whether a vote was needed under the [CMAHT Bylaw](#),¹ and Kerry replied that she was comfortable without a vote.

HPP implementation and Concord Housing Roundtable (HPP strategy #22) – After discussion, a consensus was reached to propose Wednesday, April 12, 2023 at 7 pm as the date for the next Concord Housing Roundtable-- an important step in coordinating implementation of the recently approved [Housing Production Plan](#). Per HPP Strategy #22, this would include the Select Board, Planning Board, and Community Preservation Committee, along with CHA, CHDC, CMAHT, Concord Housing Foundation, RHSO and Town staff. HPP’s assignment of lead and supporting entities for each strategy are shown in the HPP Action Plan Matrix on plan pp. 58-65. RHSO’s Liz Rust will reach out to board chairs to confirm the date. Each group would be asked to share any progress updates on their assigned strategies.

As context for updates below from CHDC and CHA, the chair reported that the Trust has a current fund balance of \$1,080,000-- of which CHA has requested \$50,000 to explore 1031 Main Street. The Town and CPC are asking [2023 Annual Town Meeting](#) to transfer \$2,044,255.76 to the Trust from funds previously appropriated for Christopher Heights. If so, that would bring the Trust’s fund balance to over \$3 million. 2023 ATM will also vote on \$500,000 for Assabet River Bluff, which CHDC has sought from CPC. Unless ARPA funds are also available, anything beyond that total \$3.5 million would require further town meeting votes.

¹ §6-20 authorizes the Trust “to compensate Town employees for services provided to the Trust in connection with the Trust’s activities . . . as requested by the Trustees to the Town Manager and authorized by the Town Manager.”

4. *Concord Housing Development Corporation updates- Assabet River Bluff (HPP strategy #1) Junction Village (HPP strategy #2)* – CHDC chair Lee Smith began with an update on the 12-acre Junction Village property, reporting that CHDC had received an informal high level proposal from Todd Benjamin and the non-profit [POAH \(Preservation of Affordable Housing\)](#) for perhaps 30 to 50 family units at that site. CHDC had introduced that group to the Select Board at its meeting on January 30th. Given this level of interest, CHDC will be launching an open and transparent public process on what the use and density for the property should be, including meeting with the neighborhood and the West Concord Advisory Committee. CHDC could then issue a Request for Proposals for a competitive selection of a developer. Lee reported that CHDC had previously taken the position that Assabet River Bluff would proceed first, and Junction Village later. However, because of interest in Junction Village—a larger site on which more affordable housing units could be produced—it was becoming a higher priority for CHDC.

For Assabet River Bluff, CHDC is planning to submit a Planned Residential Development (PRD) zoning application to divide the property into two parcels-- one for the existing two-family, and the other for future construction of 3 additional units. Achieving all 5 affordable units might require another \$1.3-million (including the \$500,000 requested from CPA in 2023 ATM Article 26). CHDC is in discussion with the Concord Housing Authority about becoming owner/manager of the 2-family parcel. In the near term, no funds beyond that \$500,000 would be sought for Assabet, until Junction Village proceeds.

5. *Concord Housing Authority: 1031 Main Street (HPP strategy #13)* – The Trust had voted on January 26th to approve \$50,000 for pre-development non-construction costs for a new affordable one-bedroom handicapped-accessible home on property at 1031 Main Street. That vote was subject to execution of a grant agreement, which the parties are preparing with Town Counsel’s assistance, as authorized by the Town Manager. Before finalizing an agreement, Town staff is being asked to weigh in on issues surrounding roadway access for this property.

6. *Sources of funding for the Trust (HPP strategies #17 & #21)* – Concord’s home rule petitions to fund the Trust have been assigned docket number-- [HD. 3764](#), for real estate transfer fee; and [HD. 3749](#) for building permit surcharge. Concord’s legislators have all now co-sponsored the LOHA Coalition’s local option real estate transfer fee [HD. 2857 SD. 1982](#); Rep. Simon Cataldo and Rep. Carmine Gentile, the House version; and Senator Mike Barrett, the Senate version.

Rich Feeley left the meeting at 6:05 pm

7. *Public Comment* – none.

8. *Schedule next CMAHT meeting* – The Trust’s next meeting will be on Wednesday, February 22, 2023 at 5 pm on Zoom; Concord Housing Roundtable, on Wednesday, April 12th at 7 pm. Public hearings on annual town meeting articles will be held on Monday, February 27th (Select Board); Wednesday, March 1st (Finance Committee); and Tuesday, March 7th (Planning Board).

9. *Adjournment* – Mike Lawson made a motion to adjourn the CMAHT meeting, seconded by Linda Escobedo; and passed unanimously (4-0). The meeting adjourned at 6:08 pm.