



Concord Municipal Affordable Housing Trust
Wednesday, March 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 5:00 pm on Zoom. Roll call of members present: Linda Escobedo, Rich Feeley, and Keith Bergman. Mike Lawson and Kerry Lafleur were absent. Also present were Concord Director of Planning and Land Management Marcia Rasmussen, Regional Housing Services Office Director Liz Rust, Community Preservation Committee chair Diane Proctor, Concord Housing Authority member Stephan Bader, Karlen Reed, and Ingrid Detweiler.

2. *Approval of minutes*– No minutes yet from February 22, 2023.

3. *Debrief from [2023 Annual Town Meeting public hearings on affordable housing articles](#)* – The chair reported that, at the Finance Committee’s March 1, 2023 public hearing on town meeting articles, [the Trust had made a presentation on Articles 28 and 29](#) which together would transfer to the Trust \$2,044,256 from prior appropriations for Christopher Heights at Junction Village. Following the hearing, FinCom voted unanimously to support both articles, which would, if passed, increase the Trust’s fund balance from \$1,042,473 to \$3,086,728—all of which, and more, would be needed to implement strategies in the Housing Production Plan. Members thanked the Select Board and Community Preservation Committee for inserting these articles onto the warrant, and the Finance Committee for their support. The Select Board will adopt recommendations on March 20th or March 27th.

On March 1st, the Finance Committee had asked for a written response on how many affordable units the Trust could create with the \$3 million balance resulting from passage of Articles 28 and 29, so the chair invited a discussion on that topic, noting definitive estimates are not yet available for either Assabet River Bluff or Junction Village. After discussion, RHSO Director Liz Rust said she would put together by the Trust’s next meeting on Tuesday, March 14th at 5 pm. an inventory of recently completed affordable housing projects which could provide a range of examples by indicating total project cost, number of units, and amount of subsidy. Rich Feeley volunteered to prepare a draft preamble outlining factors affecting the local subsidy level including cost of land, availability of sewer, size and density of units, project date, and non-local funding received. Members thanked Liz and Rich for working on this.

4. *Updating CMAHT guidelines and funding application forms and processes* - Rick Feeley again invited members’ input on updating the CMAHT policy guidelines document to reflect the updated Housing Production Plan, and members agreed to schedule a fuller discussion at our next meeting. Linda Escobedo had already submitted her suggestions in writing. Keith Bergman suggested that grant applications indicate the projected total cost estimate of funding development of affordable housing—even if only an estimate—and indicating other sources of funding beyond the Trust to meet the project total. With limited resources ourselves, the Trust should try to leverage use of outside funding. The Trust is also updating its application forms and procedures using the [CPC’s procedures manual](#) as a model.

5. *Prepare for Concord Housing Roundtable & [Housing Production Plan](#) strategy updates - Wed. 4/12/23 7pm w/SB, PB, CPC, CHA, CHDC, CHF, RHSO, Town (Strategy #22)* - Wednesday, April 12, 2023 at 7 pm has been confirmed as the date for the next Concord Housing Roundtable. Plans are in the works for this to be a hybrid meeting, perhaps at the Harvey Wheeler Community Center. Liz Rust will follow up.

6a. *Housing Production Updates – Junction Village (Strategy #2)* – Marica Rasmussen reported that the West Concord Advisory Committee had voted 4-0-2 to support family housing at the Junction Village site. The League of Women Voters of Concord Carlisle Housing Committee will be discussing the project tonight at 7 pm. CHDC will be holding a community meeting on Wednesday, April 26th at 7 pm. Liz Rust report that CHDC plans to issue a Request for Proposals by early May for density between 20 to 50 units—a wide range—for rental or ownership, with the goal of family housing, but would also take proposals on age-restricted housing.

Commonwealth of Massachusetts: 91B Main Street (HPP strategy #3) - Marcia Rasmussen briefed the Trust about recent contact with MassDOT regarding surplus state property at 91B Main Street, which might be able to be acquired for less than market value from MassDOT for affordable housing, if the Federal Highway Administration concurs. HPP Strategy #3 tasks the Trust to pursue other land for housing “in coordination with the Select Board, CPC, and Town Meeting,” and specifically includes “91B Main Street (owned by the State – adjacent to a Habitat for Humanity property)” on the list. This lot is comprised of 1.45 acres with approximately 205 feet of frontage on Main Street, adjacent to the recently completed Habitat house at 930 Main Street. It has access to Town sewer and would be subject to three easements-- a 5-foot side yard easement to 930 Main St.; a 12-foot front yard easement to MassDOT for future widening of Route 62, if needed; and a drainage easement to MassDOT for Route 2. The property has an appraised value of \$620,000, based on the ability to subdivide the property into two house lots and to construct a duplex on each lot. During discussion, Trust members expressed support for the Town gaining control of this property, particularly at low or no cost, and urged the Select Board to reach out to state and federal officials about it. Marcia will see what MassDOT time frame is, and get back to the Trust about it.

Concord Housing Authority: 1031 Main Street (HPP strategy #13) - Before finalizing an agreement with the CHA for \$50,000 for pre-development non-construction costs for a new affordable one-bedroom handicapped-accessible home on property at 1031 Main Street, Town staff was asked to weigh in on issues surrounding roadway access for this property. In the meantime, however, the neighbors’ representatives told CHA meeting on March 1st that there were no circumstances which would alter their objections to the project proceeding. So while the project may be on hold, Rich Feeley and Stephan Bader expressed interest in updating the Concord Housing Roundtable about it on April 12th.

7. *Status of Proposed State Legislation to Fund the Trust (HPP strategies 17, 21) - Home rule petitions for real estate transfer fee [HD. 3764](#), building permit surcharge [HD. 3749](#); LOHA Coalition local option real estate transfer fee [HD. 2857](#) [SD. 1982](#)* - Next LOHA Coalition call is Thursday, March 16th at 1 pm to discuss the ongoing co-sponsorship push, and planning for our LOHA Briefing/Lobby Day on May 3rd at the State House. A statewide bill is also being filed by Cape & Islands State Senator Julian Cyr, which LOHA is reviewing.

8. *Public Comment* – none.

9. *Schedule next CMAHT meeting* – The Trust’s next meeting will be on Tuesday, March 14, 2023 at 5 pm on Zoom. The Planning Board’s public hearing on ATM Article 35 Combined Business Residence Zoning rescheduled for Wednesday, March 29th at 7 pm. The Concord Housing Roundtable is scheduled for Wednesday, April 12th at 7 pm.

10. *Adjournment* – Rich Feeley made a motion to adjourn the CMAHT meeting, seconded by Linda Escobedo; and passed unanimously (3-0). The meeting adjourned at 6:11 pm.