



Concord Municipal Affordable Housing Trust
Tuesday, May 9, 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 Regional Housing Services Office Director Liz Rust, Concord Director of Planning and Land Management Marcia Rasmussen, Planning Board member Linda Miller, and Concord Housing Authority member Stephan Bader.

2. *Approval of minutes* – Rich Feeley moved to approve the meeting minutes of March 8, 2023; seconded by Linda Escobedo; and approved by a vote of 3 in favor (Rich, Linda, Keith), 0 opposed, and 2 abstentions (Mike, Kerry). Mike Lawson moved to approve the meeting minutes of April 18, 2023; seconded by Rich Feeley; and approved by a vote of 4 in favor (Mike, Rich, Kerry, Keith), 0 opposed, and 1 abstention (Linda).

3. *Annual election of officers - chair, vice chair, clerk (CMAHT Bylaw Section 4)* – The Select Board voted on April 24, 2023 to reappoint all five trustees for terms commencing May 1, 2023— Mike, Kerry, and Keith, each for two years; and Linda and Rich, each for one year. The chair noted that CMAHT Bylaw Section 4 provides that “The Trustees shall elect officers annually consisting of a Chair, Vice Chair and Clerk,” and invited discussion about filling those positions for the coming year. All three current officers expressed willingness to serve in their respective roles for another year. Mike Lawson moved that the Trust reelect for another year Keith Bergman as chair, Linda Escobedo as vice chair, and Mike Lawson as clerk; seconded by Rich Feeley; and approved by unanimous vote (5-0).

The chair asked whether the Trust also wanted to consider designating liaisons to other Town boards—a suggestion made by Liz Rust at the April 12th Concord Housing Roundtable—and Mike Lawson, Linda Escobedo, and Rich Feeley expressed support. As a Select Board member, Linda already serves as liaison to the Planning Board and other boards. This matter will be placed on a future agenda.

4. *Debrief on 2023 Annual Town Meeting articles pertaining to affordable housing – Art. 26 – CPC housing - Assabet River Bluff, \$500,000; RHSO, \$33,000; Art. 28 - \$1,044,255.76 transfer from CPA to Trust - CPC/CMAHT grant agreement /Art. 29 - \$1,000,000 transfer from Town*

The chair reported that Annual Town Meeting had approved all funding requests for affordable housing purposes on the warrant. On April 30, 2023-- as part of the consent calendar which was unanimously adopted-- voters approved Articles 28 and 29 to authorize transfers to the Trust totaling \$2,044,255.76. Town Manager Kerry Lafleur had advised us that these transfers would be effective as of the conclusion of town meeting, On May 1, 2023, voters approved the Community Preservation Committee’s recommended list of appropriations for FY 2024 (Article 26), including \$500,000 to the CHDC for Assabet River Bluff, and \$33,000 for RHSO services. Linda Escobedo thanked Kerry Lafleur for mentioning the continuing importance of affordable housing in the Town Manager’s budget presentation to Town Meeting.

Article 28 – CPC/CMAHT grant agreement – The chair reported that the Community Preservation Committee has invited the chair to attend CPC’s meeting on Tuesday, May 16, 2023 at 7 pm to discuss the proposed form of a grant agreement between the CPC and CMAHT for the transfer of \$1,044,255.76 in CPA community funds to the trust under ATM Article 28. The CPC had forwarded a [sample grant agreement template](#) from the [Community Preservation Coalition](#) as a starting point. On April 18th, the Trust offered suggested edits to reflect that Article 28 does not specify any particular project (as the Coalition template envisions), but that the parties might want to include a reference to the Housing Production Plan’s housing production strategies, to reflect our mutual understanding of the intended use of the Article 28 funds. Also, for the Town’s signatory to the grant agreement, the Concord CPC’s standard grant agreement is the Town Manager—not the Select Board (as the Coalition template proposes). The Trust voted on April 18th to authorize the chair to meet with the CPC chair to discuss further and report back, so May 16th is not proposed as a joint meeting of the two boards.

5. Update on Town staff support for updating CMAHT guidelines and funding application forms and processes – During April 18th’s discussion of Town staff assistance to the Trust, Town Manager Kerry Lafleur had asked that the Trust schedule the matter for today’s meeting. The Trust is updating its grant application process using the CPC’s as a model, and preparing for the Select Board’s approval a set of Interim Policy Guidelines for the Trust (version 2.0) which reflect (1) adoption of the Housing Production Plan, and (2) the Trust’s anticipated post-2023 ATM fund balance of \$3,098,728, engaging with our Housing Roundtable partners on how those funds should best be spent. After discussion, Kerry and Keith agreed to meet to discuss further and report back.

6. Updates on implementing Housing Production Plan strategies -

- *Production - Assabet River Bluff, Junction Village, 91B Main Street, 1031 Main Street, 135 Baker Avenue (HPP Strategies #1, #2, #3, #13)*
- *Regulatory - MBTA Communities Zoning (HPP Strategy #8) –*
- *Financial - Status of proposed legislation to fund the Trust (HPP Strategies #17, #21)*

The next Concord Housing Roundtable will be held on Wednesday, June 7, 2023 at 7pm on Zoom, with a briefing on MBTA Communities Zoning by the Town’s consultant from [CHAPA](#) (Citizens Housing And Planning Association), Lily Linke, who is CHAPA’s MBTA Communities Engagement Manager. At the April 12th Roundtable, participants had committed to attend Planning Board meetings to support MBTA Communities Zoning when notified that the matter is on their agenda, so this briefing will help us understand the process ahead. Marcia Rasmussen reported that MHP (Massachusetts Housing Partnership) is providing services from Horsley Witten Group for this project. A detailed scope of work and revised timetable will be presented to the Select Board at its meeting on Monday, May 22nd. Interest was expressed by Trust members and others in having liaisons from many boards being appointed to the Town/RHSO/ CHAPA/ MHP project team, perhaps along the lines of the HPP steering committee. Concord’s HPP strategy #8 is to consider zoning consistent with the MBTA Communities Law, with inclusionary zoning requirements added (West Concord and/or Thoreau Depot commuter rail stations). Concord’s deadline for having its zoning in place is December 31, 2024.

Regarding Assabet River Bluff, RHSO Director Liz Rust discussed Concord Housing Development Corporation chair Lee Smith's request (attached to these minutes) for further reimbursement from the \$50,000 allocated for pre-construction expenses. The Trust had approved reimbursements of \$13,173.61 on June 9, 2022 and \$19,801.44 on September 8, 2022, leaving an unallocated balance of \$17,024.95. Today's request is for \$14,459.97, as follows: \$800 for rug replacement, \$900 for tree removal, \$372.47 for home inspection repairs, \$1,837.50 for Assabet River Homes design, and \$8,815 for a new roof for the existing two-family structure. After discussion, Rich Feeley moved that the Trust vote to approve the Concord Housing Development Corporation's request for reimbursement of Assabet River Bluff expenses totaling \$14,469.97; seconded by Linda Escobedo; and approved by unanimous vote (5-0). The chair will send a copy of this vote to CHDC and the Town Manager, so the payment can be processed. This leaves an unallocated balance of \$2,564.98 available for pre-construction expenses.

Regarding the status of proposed legislation to fund the Trust, yesterday's Boston Globe did a Page 1 story on proposed real estate transfer fees to fund affordable housing— [Overshadowed by rent control debate, proposals for transfer taxes pick up steam in housing discussions - The Boston Globe](#). The [LOHA Coalition](#)'s Briefing & Day of Action at the State House will be on Tuesday, June 6th at 11 am, and hoped all housing groups and supporters in Concord can attend or send representatives. There are two statewide local option bills under consideration. One is LOHA's bill refiled as [H.2747](#) and [S.1771](#), cosponsored by Concord's legislators; and the other is [S.1786](#), filed by Cape & Islands Senator Julian Cyr, which LOHA is reviewing. In addition, Concord has refiled two home rule petitions to fund the Trust— [H.2729](#) for a building permit surcharge and [H.2730](#) for a real estate transfer fee. The Legislature has referred all of these housing bills to its Joint Committee on Revenue, which has yet to schedule public hearings.

7. *Public Comment* - none

8. *Schedule next CMAHT meeting* - The Trust's next meeting will be on Tuesday, June 13, 2023 at 5 pm on Zoom. Other upcoming meetings of interest include:

- Tue, May 8th at 7 pm – Planning Board meeting
- Wed, May 9th at 8 am – CHDC monthly meeting
- Tue, May 16th at 7 pm – CPC: Art. 28 grant agreement, public info on next funding round
- Mon, May 22nd at 6:30 pm – Select Board mtg w/MBTA Communities Zoning update
- Thu, May 25th @ 12:01 AM – [2020 US Census household data released publicly](#)
- Tue, June 6th at 11 am – LOHA Briefing & Day of Action @ State House
- Wed, June 7th at 7 pm – Concord Housing Roundtable re: MBTA Communities Zoning

9. *Adjournment* - Mike Lawson made a motion to adjourn the CMAHT meeting, seconded by Rich Feeley; and passed unanimously (5-0). The meeting adjourned at 6:03 pm.

Document attached

- CHDC request for reimbursement dated 5/9/23



Concord Housing Development Corporation

May 9, 2023

To: Keith Bergman, Chair Concord Municipal Affordable Housing Trust (CMAHT)

From: Lee Smith, Chair Concord Housing Development Corporation (CHDC)

Dear Keith,

The CHDC greatly appreciates the CMAHT support for the CHDC purchase of the Assabet River Bluff property, which has now been purchased with financial support.

This request is towards the reimbursable expenses towards the capital improvements at 406 Old Marlboro Road and the design of the new homes dubbed Assabet River Homes. as detailed below.

This request is for **\$14,469.97 payable to the CHDC at the address below**, which then totals \$47,435.02 requisitioned from the \$50,000 grant, leaving \$2,564.98 – which we will plan requisition in the upcoming months, likely after year-end.

Assabet River Bluff				
Description	Total	Reimbursed June 22	Reimbursed Sept 22	Reimburse April 23
Pre-purchase				
Site Engineering	\$11,363.61	\$8,738.61	\$2,625.00	
Site Plans	\$11,300.00	\$3,600.00	\$7,700.00	
Home Inspection	\$835.00	\$835.00		
Closing expenses	\$5,736.52		\$5,736.52	
Liability insurance	\$3,344.92		\$3,344.92	
CHA Agreement	\$395.00		\$395.00	
Post-purchase				
Rug Replacement	\$2,835.00			\$2,835.00
Tree Removal	\$900.00			\$900.00
Home Inspection repairs	\$372.47			\$372.47
Assabet River Homes Design	\$1,837.50			\$1,837.50
New Roof	\$8,515.00			\$8,515.00
	\$47,435.02	\$13,173.61	\$19,801.44	\$14,459.97

Again, thank you Keith for your and the Trust support towards increasing affordable housing in Concord,

Sincerely,

Lee Smith, Chair CHDC