

Concord Municipal Affordable Housing Trust
 Tuesday, August 22, 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, Mike Lawson, Kerry Lafleur, and Keith Bergman. Rich Feeley was not present. Others present were Regional Housing Services Office Director Liz Rust, Stephan Bader, and Karlen Reed.

2. Approval of minutes – Mike Lawson moved to approve minutes of the Trust’s meetings on July 18 and August 1, 2023; seconded by Linda Escobedo and approved unanimously (4-0).

3. Prepare for August 28th Select Board meeting: recommendations for draft spending plan to implement Housing Production Plan production strategies - proposed priorities for Trust’s fund balance and upcoming funding rounds for CPA, ARPA, state grants -

The chair reported that the Select Board has now scheduled for its Monday, August 28th meeting an agenda item from 7:45 to 8 pm to “Review and Approve Spending Priorities to Implement the Housing Production Plan | Presenter: Keith Bergman, Chair of the Concord Municipal Affordable Housing Trust.” In recent weeks, the Trust has conducted a series of meetings and discussions with our housing partners to identify which HPP implementation production projects could move forward, so that the Town’s affordable housing funds—including the Trust’s current balance of \$3,123,140-- can be put to work. The [Concord Housing Roundtable had convened on August 16th](#) to discuss prioritizing funding for HPP implementation, but since a quorum of the Select Board was not present, the Trust chair asked the Select Board chair to schedule time on their next meeting. We will have 15 minutes. The Trust reviewed a list of potential HPP implementation projects identified thus far and summarized below:

<i>HPP Strategy (HPP pp.)</i>	<i>Sponsor</i>	<i>Project(s)</i>
1. Assabet River Bluff - 5 SHI units (pp. 28-29)	CHDC	CHDC complete development of 3 new affordable units at its Assabet River Bluff property
2. Junction Village – creation of affordable units (pp. 30-31)	CHDC	CHDC pre-development and development of affordable housing at its Junction Village property
3. Other land for creation of affordable housing units (pp. 32, 35)	Town	acquire and develop the 1.46-acre surplus State property at 91B Main Street for affordable housing
	Town	fund host community agreement to be negotiated between Select Board and developer of proposed 40B at 300-310 Baker Avenue
	CMAHT	fund feasibility of specific sites referenced in HPP as opportunities to develop such sites might arise
	Town	to fund an addition to existing farm house at Town-owned Barrett’s Mill Farm
4. SHI units in private developments (pp. 32-33)		--
13. Concord Housing Authority units (pp. 47-48)	CHA	CHA to develop additional affordable housing units on property it owns or controls

<i>HPP Strategy (HPP pp.)</i>	<i>Sponsor</i>	<i>Project(s)</i>
14. Services for seniors, low income (pp. 48-49)	CHDC	For CHDC to continue its small capital grants program for qualifying affordable housing units
	Town	To fund an affordable rental housing assistance program to be administered by the Town
	Town	To fund an emergency housing assistance program to be administered by the Town
18. Regional Housing Services Office (pp. 51-52)	Town	to continue to host RHSO and fund its services for Concord with annual Town and CPA funding

After discussion, Mike Lawson moved that the Concord Municipal Affordable Housing Trust vote to recommend that the Select Board vote, pursuant to CMAHT Bylaw Section 6, Item 18¹, to approve a policy statement developed by the Trust for a proposed spending plan to implement production strategies in the FY 2023-2028 Housing Production Plan, as follows:

(1) By supporting the Trust in allocating its funds to advance certain projects in FY 2024 as those projects become ready to proceed, and by inviting funding applications;

(2) By supporting the Trust in reserving its funds to advance projects anticipated to be ready to apply to the Trust for funding in FY 2024 and beyond; and

(3) By encouraging the Trust to pursue additional funding to implement Housing Production Plan strategies by (a) applying to the Community Preservation Committee for further CPA funds and to the Town Manager through the Capital Improvement Plan process for Town ARPA funds; and (b) by continuing to pursue State authorization for a real estate transfer fee and building permit surcharge to fund the Trust.

Seconded by Linda Escobedo; and approved by unanimous voted (4-0).

The letter sent to the Select Board² is attached to these minutes.

4. Authorize submission of CMAHT applications to Community Preservation Committee for CPA funding and to Town for ARPA funding - The chair noted that Community Preservation Committee has a deadline of September 8, 2023 for receipt of applications for Community Preservation Act funding recommendations to be brought to the April 29, 2024 Annual Town Meeting. The Town Manager had also informed Housing Roundtable partners on August 16th that, as part of the Town’s capital improvements plan process, the Select Board would be inviting applications to fund capital projects from remaining Town ARPA funds.

After discussion, Mike Lawson moved that the Trust vote to authorize the chair to submit on the Trust’s behalf funding applications in the amount not to exceed \$500,000 to the Community Preservation Committee for CPA funding and in the amount not to exceed \$500,000 to the Town Manager for ARPA funding, both for implementation of housing production strategies in the Housing Production Plan. Motion seconded by Linda Escobedo; and approved by unanimous vote (4-0). The chair requested Town staff assistance to help prepare a draft CPA grant application for the Trust’s review at its next meeting on Tuesday, September 5, 2023 at 5 pm.

¹ CMAHT’s powers in Bylaw Section 6 include: “18. to develop policy goals and statements, consistent with the Town’s adopted housing goals, and subject to approval by the Select Board, to serve as guidelines for the Trust.”

² On August 28, 2023, the Select Board voted unanimously (4-0) to approve this policy statement.

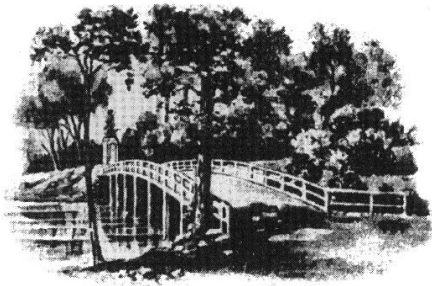
5. Public Comment - Stephan Bader discussed funding implementation of HPP strategies.

6. Schedule CMAHT's next meeting – The Trust's next meeting will be on Tuesday, September 5, 2023 at 5 pm, to debrief from the Select Board's August 28th meeting and finalize the CPA grant application due September 8th.

7. Adjournment - Mike Lawson made a motion to adjourn the CMAHT meeting, seconded by Linda Escobedo; and passed unanimously (4-0). The meeting adjourned at 6:30 pm.

Document attached

- Trust letter to Select Board re: HPP implementation spending priorities



OLD NORTH BRIDGE

TOWN OF CONCORD

TOWN HOUSE - P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

To: Concord Select Board
From: Concord Municipal Affordable Housing Trust c/o chair Keith Bergman
CC: Housing Roundtable partners CHA, CHDC, CHF, CPC, PB c/o chairs; Town staff
Date: August 23, 2023
SUBJ: FY 2023-2028 Housing Production Plan Implementation spending priorities -
Request for Select Board approval of policy statement per CMAHT Bylaw §6-18

The Concord Municipal Affordable Housing Trust appreciates time on the Select Board's August 28, 2023 agenda to discuss with your full board spending priorities to implement production strategies in the FY 2023-2028 Housing Production Plan.¹ CMAHT remains grateful for April 2023 Town Meeting's transfer of over \$2-million in Town and Community Preservation Act funds to the Trust, which has brought our fund balance to \$3,123,140. In recent weeks, the Trust has conducted a series of meetings and discussions with our housing partners-- including the August 16th Concord Housing Roundtable, held ahead of the Community Preservation Committee's September 8th deadline for submission of FY 2025 CPA funding requests-- to identify which HPP implementation production projects could move forward, so that the Town's affordable housing funds can be put to work. Mindful of these discussions, please know that, at its meeting yesterday, the Trust voted unanimously (4-0)² as follows:

To recommend that the Select Board vote, pursuant to CMAHT Bylaw Section 6, Item 18³, to approve a policy statement developed by the Trust for a proposed spending plan to implement production strategies in the FY 2023-2028 Housing Production Plan, as follows:

- (1) By supporting the Trust in allocating its funds to advance certain projects in FY 2024 as those projects become ready to proceed, and by inviting funding applications;*
- (2) By supporting the Trust in reserving its funds to advance projects anticipated to be ready to apply to the Trust for funding in FY 2024 and beyond; and*
- (3) By encouraging the Trust to pursue additional funding to implement Housing Production Plan strategies by (a) applying to the Community Preservation Committee for further CPA funds and to the Town Manager through the Capital Improvement Plan process for Town ARPA funds⁴; and (b) by continuing to pursue State authorization for a real estate transfer fee and building permit surcharge to fund the Trust.*

A list of potential HPP implementation projects identified thus far-- and sorted by HPP strategy-- is attached. The Trust looks forward to meeting with the Select Board on Monday night. Please let us know what questions you have in the meantime. Thanks very much.

¹ The FY 2023-2028 Housing Production Plan was adopted unanimously by the Select Board and Planning Board in December 2022 and approved by the State in January 2023.

² Linda Escobedo, Mike Lawson, Kerry Lafleur, and Keith Bergman voted in favor; Rich Feeley was not present.

³ CMAHT's powers in Bylaw Section 6 include: "18. to develop policy goals and statements, consistent with the Town's adopted housing goals, and subject to approval by the Select Board, to serve as guidelines for the Trust."

⁴ The Trust also voted on 8/22/23 to apply for up to \$500,000 in both CPA and Town ARPA funding rounds.

Potential HPP Implementation Projects - by HPP Strategy

<i>HPP Strategy (HPP pp.)</i>	<i>Sponsor</i>	<i>Project(s)</i>
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See [Housing Production Plan](#) pp. 28-57 for description of HPP strategies