



Concord Municipal Affordable Housing Trust
Tuesday, September 19, 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, Rich Feeley, and Keith Bergman. Kerry Lafleur was not present. Others in attendance were Regional Housing Services Office Director Liz Rust and Planning Board chair Linda Miller.

2. Approval of minutes – Mike Lawson moved to approve minutes of the Trust’s meeting on September 5, 2023; seconded by Rich Feeley; and approved by unanimous vote (4-0).

3. CMAHT grant applications to Community Preservation Committee for CPA funding and to Town for ARPA funding – To discuss next steps for CPC’s review of the Trust’s grant application, and to prepare for the upcoming ARPA funding round, the chair began by reporting that four applications for housing projects totaling \$1,200,680 had been filed with the Community Preservation Committee by its September 9, 2023 deadline, as summarized below:

<i>Applicant</i>	<i>Project</i>	<i>Amount (application linked)</i>
CHDC	Affordable housing buydown program – add to \$233,880 from CPA 2021 for preservation or creation of addition of affordable housing units	<u>\$267,180</u>
CHA LLC	To be used toward the purchase of a one or two-bedroom condominium to add to its affordable rental property portfolio	<u>\$400,000</u>
CMAHT	Implement HPP production strategies priority projects by adding affordable units countable on the SHI	<u>\$500,000</u>
CHDC	Town of Concord's participation in Regional Housing Service Office	<u>\$33,500</u>
	TOTAL FY 2025 CPA HOUSING REQUESTS	\$1,200,680

The total of all CPA FY 2025 grant applications was \$2,545,500 for the four categories of community housing, open space, historic preservation, and recreation. With only \$2 million to spend, CPC will need to make cuts. CPC will begin to review applications on September 26, 2023, with 20 minutes per applicant. The Trust is tentatively scheduled for that evening, so the chair reviewed with Trust members a draft PowerPoint presentation about the Trust’s request.

4. Implementing Housing Production Plan production strategies; Trust fund grant program procedures for inviting applications for Trust funding for affordable housing projects ready to proceed in FY 2024 – To discuss next steps for the Trust to be able to begin inviting applications for prioritized projects, the chair had prepared drafts of two forms for review by the Trust today:

- Part I - Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds – This document is the Trust’s version of the annual plan CPC produces. It describes the process of identifying projects in coordination with our Roundtable partners, with the Trust then inviting priority project sponsors to apply for Trust

funding on a rolling basis as each becomes ready to proceed. This process, and the list of priority projects is also discussed in the funding application CMAHT just submitted to the CPC for FY 2025. This document could be updated periodically, as the priority list is updated in coordination with our Concord Housing Roundtable partners.

- Part II – Grant application form and instructions – including Guidelines for Submission of Applications for CMAHT Funding, CMAHT Funding Application Instructions, and the Application for CMAHT Funding (cover sheet) – These follow the format CPC uses, as the Trust also explores electronic submissions only to be sent to an email address. These instructions and form could be updated less frequently than the other document

After discussion, Rich Feeley moved that the Trust vote to circulate draft CMAHT funding guidelines, application form and instructions to all Concord Housing Roundtable partners for comment by the Trust’s next meeting on September 26, 2023; seconded by Mike Lawson; and passed unanimously (4-0). Linda Escobedo asked that the chair forward to all Trust members any comments received, and to incorporate into a revised draft any comments the chair felt appropriate to include.

5. Legislative update -- Rich Feeley reported that the LOHA Board of Directors had met with the chairs of the Joint Committee on Revenue about the proposed real estate transfer fee and would be meeting next week with Housing and Livable Communities Secretary Ed Augustus about the housing bond bill.

6. Public Comment – None.

7. Schedule CMAHT’s next meeting – The Trust’s next meeting will be on Tuesday, September 26, 2023 at 5 pm on Zoom.

8. Adjournment - Mike Lawson made a motion to adjourn the CMAHT meeting, seconded by Rich Feeley; and passed unanimously (4-0). The meeting adjourned at 6:49 pm.