

CITY OF SOMERVILLE, MASSACHUSETTS  
SOMERVILLE AFFORDABLE HOUSING TRUST FUND  
KATJANA BALLANTYNE  
MAYOR

*Andrea Shapiro, Managing Trustee*

*Trustees*  
Brielle Calderan  
Mary Cassesso  
Diane Cohen  
Lisa Davidson  
Councilor Wilfred N. Mbah  
Cassie Walston

**Minutes**  
**May 8, 2025 Meeting – 5:15 pm**

Trustees attending: Andrea Shapiro, Diane Cohen, Cassie Walston, Lisa Davidson, Mary Cassesso, Wilfred Mbah, Brielle Calderan

Staff attending: Becca Brooker, Alexis Turgeon (OSPCD Housing Division; Ellen Shachter, Bia Moreira (OSPCD Housing Stability Division)

Members of the public attending: Paula Gil

The meeting started at 5:15pm, with Andrea Shapiro serving in role of chairperson.

*1. Meeting Minutes Review and Approval*

- Draft April 10, 2025 meeting minutes

Diane Cohen made a **motion** to approve the April 10, 2025 meeting minutes. Mary Cassesso seconded the motion, and the motion **passed** unanimously by roll call vote.

Bia Moreira introduced herself as the new Deputy Director of the Office of Housing Stability with the City of Somerville. Ellen introduced herself as the Director of the Office of Housing Stability.

*2. Finance Reports*

Becca shared that as of April 7<sup>th</sup>, the Trust's non-CPA account a little over \$7.5MM available for new commitments. The Early Action Acquisition Fund currently has a balance of roughly \$61,000. In addition to scheduled loan repayments and bank interest received between the end of February and April 7<sup>th</sup>, 2025, the non-CPA Trust account received roughly \$5.8MM of linkage payments from two projects: \$4.6MM from 5 Middlesex Avenue and \$1.2MM from 100 Chestnut Street.

The Trust's CPA financials show close to \$1.0MM available for new commitments as of April 26, 2025. There is one typo on the CPA financials: the SCC 100 Homes Management line does not have the additional \$125,000 that was approved at the February 2025 Trust meeting; that will be added in the next financials. With this change, there is roughly \$950,000 of CPA funds available for new commitments.

Mary made a **motion** to approve the financial reports, Diane seconded the motion, which passed unanimously by roll call vote.

*3. Project Update*

**Update on 657-659 Somerville Avenue:** Becca shared that in August 2023, the Trust made a loan of \$2.5MM of non-CPA funds towards the rehabilitation and habitability of nine, one- and two-bedroom rental units at 657-659 Somerville Avenue. These units are restricted to 50%, 80% and 100% of Area Median Income. As of today, the property is complete, waiting on the certificate of substantial completion, and

completing lease up. Six of nine units are occupied starting March 16, 2025, and the remaining three units have pending leases.

**Update on 27 Everett Avenue:** In October 2020, the Trust made a loan of \$620,000 of CPA funds towards the rehabilitation and conversion of two rental units into three rental units at 27 Everett Avenue. Two units are restricted to 80% AMI, and one 3-bedroom unit is restricted to 30% AMI. The property rehabilitation is complete, one unit is occupied as of April 15, 2025, and the remaining two units have pending leases.

#### 4. *New Business*

**Allocation Request: City of Somerville Office of Housing Stability: Allocation of Remaining Stabilization Funds (Flex-SAHTF) & Amend Existing Grant Agreements.** Ellen Shachter shared that CAAS (Community Action Agency of Somerville) is in the position of fully committed all their flex rental assistance money, and therefore are closed to applications. Ellen shared that this has been a successful program in terms of keeping people housed, and therefore is critical to have these dollars approved. Ellen offered to present an update on the Mobile Voucher Program and the Flex Rental Assistance program at a future Trust meeting.

Trustees agreed that the memo received from the Office of Housing Stability was descriptive enough to go to vote. Brielle Calderan recused herself from the vote because Somerville Homeless Coalition also receives Flex Rental Assistance funds. Ellen Shachter and Bia Moreira thanked the Trustees and left the meeting.

Will made a **motion** to approve the amendment of existing grant agreements, with Somerville Homeless Coalition and with Community Action Agency of Somerville, to (1) extend the expenditure deadline from November 30, 2025 to June 30, 2026, and (2) increase the funding award by \$875,000 to each grantee.

Diane seconded the motion, which passed unanimously by roll call vote. Brielle Calderan abstained.

#### 5. *Announcements*

Brielle Calderan informed the Trustees that she will be stepping down from the Trust as of June 30, 2025. Trust members expressed heartfelt support, appreciation and gratitude for Brielle's hard work and thoughtful contribution to the Trust during Brielle's tenure.

#### 6. *Trustee update*

Becca shared an update on the open position Trust positions. Alba Solis will complete the onboarding and swearing in process likely in time for next month's meeting.

The City will re-open and advertise the open position for a professional in the banking or finance field, as we only received one application during the March application process. The City is aware of Brielle's stepping down in at the end of June, and is starting the process to advertise for a replacement for a professional working for a Somerville non-profit.

#### 7. *Adjournment*

The meeting was adjourned at 5:39 PM.

#### Documents distributed:

- Draft April 10, 2025 Meeting Minutes
- Financial Reports for April 2025 (CPA and non-CPA)
- Office of Housing Stability – Allocation of Remaining Stabilization Funds Memo