

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

Andrea Shapiro, Managing Trustee

Trustees

Mary Cassesso,
Diane Cohen,
Lisa Davidson,
Alba Solis,
Cassie Walston,

Councilor Wilfred N. Mbah

SAHT September Meeting Minutes

Trustees attending: Andrea Shapiro, Mary Cassesso, Diane Cohen, Lisa Davidson, Alba Solis, Cassie Walston

Staff attending: Sheniqua Roper, Becca Brooker, Alexis Turgeon (OSPCD Housing Division)

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

1. August 14, 2025, Meeting Minutes review and approval

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

2. Financial Report(s) review: Community Preservation Act (CPA) account and non-CPA account

Sheniqua shared that as of August 31st, the Trust's CPA account had roughly \$2.6MM available for new commitments. This number includes the Trust's FY25 allocation and interest earned on CPA funds, totaling \$1.7MM.

Sheniqua continued with the non-CPA account and noted that as of August 31st, the Trust has roughly \$11.9MM available for new commitments. The Early Action Acquisition Fund current balance is approximately \$49,727.

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

3. Ongoing Business

Review and approve draft FY26 Housing Assistance RFPs (General Common Application and Rental Assistance), including evaluation criteria and timeline updates. Sheniqua reported that, based on the allocation of \$400,000 in CPA funds to support Housing Assistance programs, staff have prepared two draft competitive RFPs (General Common Application and Rental Assistance) for trustee review. The goal is to release the RFPs between September and October 2025. Updated evaluation criteria were also presented, prioritizing households ineligible for federal and state housing assistance, demonstrated program success, and organizational and financial capacity.

Alba inquired about the typical timeframe and number of responses, noting that past RFPs have received between 2–5 submissions.

Lisa made a **motion** to approve the General Common Application and Rental Assistance RFPs, with a release period from September 17, 2025, through October 18, 2025. Angela seconded the **motion**, which passed **unanimously** by roll call vote.

Open Trustee position update. Sheniqua reported no updates regarding the vacant non-profit seat, and staff will continue to follow up on the status of advertisement and application numbers. Regarding the Banking & Finance seat, interviews were held last month, and the Mayor has selected Nick Pittman to fill the role. The nomination will be presented to the City Council in October for approval prior to onboarding.

Angela offered that trustees could help with outreach to fill the open non-profit seat if needed. Sheniqua will circulate Mr. Pittman's background materials for trustee review.

24 Webster Street Mortgage Amendment Request. Becca reported that a request was submitted to amend the existing \$4.6M acquisition loan by reducing it to \$3.9M. The amount already expended would be reallocated from acquisition to construction. The amended terms would likely include an interest rate adjustment to align with investor requirements. Additional details will be forthcoming.

15 Temple Street (formerly 299 Broadway) Time Extension Request. Sheniqua reminded trustees that the Trust previously committed \$6M to support the 15 Temple Street project, which will create 115 affordable rental units at the former Star Market site. Staff requested confirmation that the funding split remain \$4.5M non-CPA and \$1.5M CPA, consistent with current financial records, and that the commitment letter be extended from November 13, 2024 to March 31, 2026.

Trustees were informed that project closing activities are underway, with financing expected to close by the end of October 2025. City staff are actively participating in closing calls with Beacon Communities and project lenders.

*Diane made a **motion** to approve the extension of the \$6M commitment to March 31, 2026, and confirm the funding split as \$1.5M CPA and \$4.5M non-CPA. Mary seconded the **motion**, and the motion passed **unanimously** by roll call vote.*

4. *New Business*

OHS: Municipal Voucher Program (MVP) Contracts. Sheniqua reported that OHS submitted a request to avoid gaps in their services, by entering into two new contracts:

1. A one-year contract with the Cambridge Housing Authority (CHA), beginning November 1, 2025, in the amount of \$1,069,450 for program administration and rental subsidy payments.
2. A one-year contract with CAAS, beginning October 1, 2025, in the amount of \$106,447 for housing search and stabilization services.

Ellen from OHS clarified that the request was intended to ensure uninterrupted services, noting that CHA had previously been selected through an RFP process and that the Trust's past three-year funding allocation to OHS covered related services. Andrea emphasized the importance of securing approvals in advance to prevent service lapses.

Diane made a **motion** to approve the execution of the one-year MVP contracts with CHA at \$1,069,450 beginning November 1, 2025, and CAAS at \$106,447 beginning October 1, 2025. Lisa seconded the **motion**, which passed **unanimously** by roll call vote.

5. *Adjournment*

The meeting was adjourned at 5:52 pm.

Documents distributed:

- Draft August 14, 2025 Meeting Minutes
- Financial Reports for August 2025 (CPA and non-CPA)
- Draft FY26 CPA Housing Program RFP General Common Application
- Draft FY26 CPA Housing Program RFP Rental Assistance
- Draft FY26 CPA Scoring Criteria
- MVP FY26 Request for Authorization to Contracts