

CITY OF SOMERVILLE, MASSACHUSETTS  
SOMERVILLE AFFORDABLE HOUSING TRUST FUND  
JACOB D. WILSON  
MAYOR

*Nick Pittman, Managing Trustee*

*Trustees*  
Alba Solis  
Lisa Davidson  
Councilor Emily Hardt  
Diane Cohen  
Andrea Shapiro  
Mary Cassesso

**SAHT MEETING MINUTES**  
**Thursday, February 12, 2026 | 5:15 p.m.**

**Trustees attending:** Nick Pittman, Alba Solis, Lisa Davidson, Councilor Emily Hardt, Diane Cohen, Andrea Shapiro, Mary Cassesso

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

The meeting commenced at 5:30 p.m., with Andrea Shapiro serving as chairperson. Following Nick Pittman's appointment as Managing Trustee, the role of chairperson was promptly transferred to him.

- 1. Continued Annual Meeting and Selection of Officers.** The Trust continued its Annual Meeting from the December 11, 2025, meeting, during which officers were scheduled to be selected. At the December meeting, Cassie was nominated as Managing Trustee and Alba Solis as Assistant Managing Trustee; however, the vote was deferred because Cassie was not in attendance and later stepped down from her role as City representative, leaving the Managing Trustee position open for nomination. Since that time, Nick has been nominated as Managing Trustee.

Andrea **motioned** for Nick Pittman to serve as Managing Trustee and Alba Solis to serve as Assistant Managing Trustee. Lisa seconded the **motion**. The motion passed **unanimously** by roll call vote.

- 2. Meeting minutes review and approval for December 11, 2025, and January 8, 2026.** The draft December 11, 2025, meeting minutes were inadvertently omitted from the January meeting materials. These minutes will be circulated alongside the January minutes and brought forward for approval at the February meeting.

Mary **motioned** to accept the December 2025 and January 2026 meeting minutes. Diane seconded the **motion**. The motion passed **unanimously** by roll call vote

- 3. Finance Reports Review and Approval.** Sheniqua presented the December 2025 non-CPA financial report and the January 2026 CPA and non-CPA financial reports. Per the adjustment approved at the January meeting, the \$49,727 remaining balance of the Early Acquisition Fund has now been reflected as allocated to the Somerville Community Corporation (SCC) Broadway housing project in the revised financial statements. For January, Sheniqua reported that one linkage payment from the Highland Avenue project was deposited into the non-CPA account.

As of February 1, 2026, the non-CPA Trust funds available for new commitments, excluding the Early Acquisition Fund balance, total approximately \$10.3M. The remaining Early Acquisition Fund balance of \$79,880.27 remains available for acquisition loans. The CPA account showed limited activity aside from accrued bank interest. As of February 1, the amount of CPA funds available for new commitments totaled approximately \$3M.

Andrea **motioned** to accept the December 2025 and January 2026 financial reports. Mary **seconded** the motion. The motion passed **unanimously** by roll call vote

Posted: 2/10/2026, 12:00pm

#### 4. Ongoing Business

- **Open Trustee position updates.** Sheniqua reported that the Trust received four applications for the open non-profit Trustee position and three applications for the City resident representative position. Due to the transition to a new mayoral administration, boards and commissions have been asked to pause review of applicants and scheduling of interviews until new Standard Operating Procedures for appointments are issued.
- **New Trustee Orientation.** Andrea asked whether new Trustees had received an orientation covering the Trust's finances, policies, and ongoing projects. Alba and Nick noted that they had reviewed available materials and online resources but had not participated in a dedicated orientation meeting to review the Trust's finances and project history. Lisa explained that past orientations typically involved distributing materials rather than conducting in-depth training sessions. She suggested preparing a presentation summarizing Trust policies, finances, and current projects, and scheduling a meeting to review this information with Trustees. Trustees agreed that a more structured orientation would be helpful.

#### 5. New Business

**CAAS Tenancy Stabilization Program Request.** Sheniqua presented a request from the Community Action Agency of Somerville (CAAS) regarding its Tenancy Stabilization Program contract. The original contract covered the period January 2024 through December 2025 and totaled \$200,000, with \$160,000 allocated to direct client assistance and \$40,000 allocated to administrative costs.

CAAS requested (1) An 18-month extension of the contract term (January 2026 through June 2027); (2) Approval to roll over the remaining contract balance into the extended term; (3) Authorization to reallocate up to 20% of the remaining balance toward staffing and administrative costs.

It was explained that delays in spending were largely due to the contract not being fully executed until April 2024, despite the intended January start date. Trustees reviewed CAAS's invoicing history and noted that administrative expenses had already approached the original contract cap, while direct client assistance expenditures remained lower than anticipated. Trustees discussed the Trust's administrative cost policies. Sheniqua clarified that Trust-funded programs currently allow up to 20% of funding to be used for administrative costs, an increase from a previous 10% administrative allowance used in earlier programs.

Trustees raised questions regarding: The distribution of direct assistance versus administrative spending to date; Whether the remaining funds would primarily support direct assistance to households How the requested reallocation would affect program outcomes; Trustees requested additional clarification regarding the remaining contract balance, projected spending, and the proposed administrative allocation before taking action. The vote on the request was tabled for the next meeting pending additional information.

#### 6. **FY26 Housing Assistance RFPs Review.** Sheniqua presented a summary of the FY26 Housing Assistance RFP applications received by the December 31, 2025, deadline. Four proposals were submitted by:

- Somerville Community Corporation (SCC)
- Somerville Homeless Coalition (SHC)
- Community Action Agency of Somerville (CAAS)
- RESPOND, Inc.

Applications were evaluated using the Trust's established scoring criteria, which considered factors such as organizational capacity, prior performance with Trust funding, income targeting, service to households not eligible for federal or state assistance, and alignment with Trust priorities. Sheniqua summarized the scoring

results and provided an overview of how the proposals compared within the Rental Assistance Program and the General Housing Program categories. Trustees discussed the evaluation process and requested additional information to better inform funding decisions.

Mary asked who participated in the scoring process and how the scoring chart was applied in evaluating the proposals. Emily asked for clarification regarding the purpose of the scoring matrix and how scores should be interpreted when comparing proposals. Lisa suggested that it may be helpful to review prior-year funding allocations and program outcomes alongside current proposals to provide additional context for decision-making. Andrea noted that in previous years Trustees had sometimes reviewed full application materials or received presentations from applicants, which she suggested could help provide additional insight into program design and anticipated impact. Alba expressed interest in reviewing more detailed materials to better understand how the scores were determined and how the recommended funding amounts were calculated.

Trustees discussed potentially restructuring the RFP review process in future cycles to include presentations or program overviews from applicants, and a subsequent meeting dedicated to evaluation and funding decisions. Trustees agreed that additional information and discussion would be helpful before making funding decisions, and the applications will be revisited at the next meeting.

7. **Adjournment.** Meeting was adjourned at 6:15pm.

**Documents distributed:**

- Draft Meeting Minutes (December 2025 & January 2026)
- CPA and Non-CPA Financial Report (December 2025 & January 2026)
- CAAS Tenancy Stabilization Program Request
- FY26 CPA Housing RFP Summary Spreadsheet & Scoring Criteria