

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

Nick Pittman, Managing Trustee

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

SAHT MEETING MINUTES
Thursday, May 14, 2026 | 5:15 p.m.

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

Staff attending: Sheniqua Roper (OSPCD Housing Division)

The meeting commenced at 5:15 p.m., with Nick Pittman serving as chairperson.

1. **Meeting Minutes Review.** The draft April 9, 2026, meeting minutes were reviewed and approved.

Mary moved to accept the April 9, 2026, meeting minutes. Lisa seconded the motion. The motion passed unanimously by roll call vote.

2. **Finance Reports Review.** Sheniqua reported on the bank statement activities during the month of April 2026. The CPA Trust balance increased from \$8,385,824.63 on March 31, 2026, to \$8,410,671.95 on April 30, 2026. The increase reflects \$24,847.32 in bank interest revenue. There were no expenses or pending transactions during the month, resulting in an ending balance of \$8,410,671.95. After accounting for outstanding commitments totaling \$2,957,020.77, the Trust had \$5,453,651.18 available for new commitments.

With respect to the non-CPA Trust Fund, the cash balance increased from \$33,847,096.98 to \$33,955,162.46. The increase reflects \$108,065.48 in revenue, consisting of \$106,926.15 in bank interest and \$1,139.33 in HUD Trust Program proceeds. There were no expenses during the month; however, there were outstanding transactions consisting of \$122,898.37 in revenue pending MUNIS posting and \$1,752,999.86 in expenses pending bank transfer. After accounting for these transactions, the adjusted cash balance was \$32,325,060.97. After accounting for outstanding commitments totaling \$18,280,129.27, the Trust had \$14,044,931.70 available for new commitments, including \$144,586.59 reserved for the Early Action Acquisition Program.

Mary moved to accept the April 2026 financial reports. Andrea seconded the motion. The motion passed unanimously by roll call vote.

3. **Ongoing Business**

FY26 Housing Assistance RFPs Presentations. Continuing from the April meeting, Trustees deliberated on the FY2026 Housing Assistance RFP proposals received by the Trust. Sheniqua reminded the Trustees that \$400,000 had been allocated for the funding round and that partial awards could be made based on available funding, demonstrated need, program priorities, and organizational capacity. Discussion focused on the proposed programs, anticipated outcomes, organizational capacity, and the allocation of available CPA funding.

Mary moved to award Community Action Agency of Somerville (CAAS) \$57,000, Somerville Homeless Coalition (SHC) \$184,868.08, RESPOND, Inc. \$104,475 during their proposed contract terms, and Somerville Community Corporation (SCC) \$133,333 one year contract term. Following discussion, the motion passed unanimously by roll call vote, with Nick and Alba recusing themselves.

Community Action Agency of Somerville (CAAS) Tenancy Stabilization Program (TSP) Funding Request. Trustees discussed CAAS's request to enter into a new contract utilizing the remaining balance of its existing Tenancy Stabilization Program (TSP) award totaling \$121,561 and to permit additional administrative costs. The discussion focused on the appropriate use of administrative funds, billing practices, and ensuring Trust resources remain focused on direct housing assistance.

Andrea moved to approve CAAS' TSP request to enter into a new contract through June 30, 2027, utilizing the remaining balance of \$121,561, with each bill reflecting an administrative portion that is no more than 10% of the total amount billed. Alba seconded the motion. The motion passed unanimously by roll call vote.

Open Trustee Position Update. Sheniqua provided an update regarding the City's ongoing review of boards and commissions and the development of a standardized appointment process. The Trust currently has vacancies in the nonprofit representative seat and resident representative seat and applicant information has been forwarded to the Mayor's Office for review and screening. Trustees were informed that appointments for boards experiencing vacancy related operational challenges are being prioritized.

4. **Adjournment.** Meeting concluded at 6:56 PM

Documents distributed:

- April Meeting Minutes
- April CPA & Non-CPA Financial Report
- RFP Applicant's Presentations from CAAS, SHC, RESPOND, SCC
- RFP Evaluation Criteria Spreadsheet