

**CITY OF SOMERVILLE, MASSACHUSETTS**  
**SOMERVILLE AFFORDABLE HOUSING TRUST FUND**  
*JOSEPH A. CURTATONE*  
*MAYOR*

*Mary Cassesso, Managing Trustee*

***Trustees***  
Lisa Davidson  
Michael Feloney  
Donna Haynes  
Daniel LeBlanc  
Beth Munroe-Howe  
Mark Niedergang  
Eleanor Rances  
Andrea Shapiro

**Minutes**  
**December 10, 2015 Meeting – 6:15 PM**  
City Hall, 3rd Floor Conference Room  
93 Highland Avenue, Somerville, MA 02143

Trustees Present: Michael, Donna, Daniel, Beth, Mark and Eleanor  
Guest Present: Michael Glavin, Director of the Mayor's Office of Strategic Planning and Community Development and Scott Hayman, Director of Real Estate, Somerville Community Corp. ("SCC")

The meeting began at 6:20 pm and Daniel served as chair.

*New Business*

1. Reading and Approval of November 12, 2015 Meeting Minutes

A motion was introduced and PASSED 6-0 to approve the November 12, 2015 Meeting Minutes.

Daniel recused himself, and Donna served as chair.

2. Commitment Letter for property identified for 100 Homes Program – 52 Sydney Street

Michael Feloney provided the Trustees with some background information on the property. Michael Glavin was recognized and shared that the 100 Homes Program was novel and other communities will be looking to Somerville. Michael Glavin also expressed support generally for 52 Sydney Street as a launching point for the 100 Homes Program.

A motion was introduced and PASSED 5-0 to approve the Trust Commitment letter for 52 Sydney Street as drafted.

The Trust then discussed how the Program will work going forward as further properties are identified. It was proposed that the City will share program parameters once they are complete with the Trust. If the Trust approves of the program parameters, then the Trust will not need to review each property and draft Commitment Letter in advance, and the City staff will do so and update the Trust on each property. The Managing Trustee would still need to sign each Commitment Letter. Until program parameters are reviewed and approved, the Trust will review each property and draft Commitment Letter.

A motion was introduced and PASSED 5-0 to establish a process for 100 Homes as follows: review and approve the program parameters once complete, and then City staff will review properties on behalf of the Trust using the approved program parameters and will provide the Trust with updates on properties, with the Managing Trustee still signing a Commitment Letter on each property.

Michael Glavin left the meeting at 6:45 pm and Scott Hayman joined the meeting at 6:45 pm.

3. SCC to present funding request for state Housing Preservation and Stabilization Trust Funds

Scott notified the Trust that the state gave SCC a green light to proceed forward with their application for funding through the state Housing Preservation and stabilization Trust Funds ("HPSTF") and that the funding under HPSTF serves households at or below 50% AMI that are formerly homeless. The application will be for up to 4 units and is due by December 18, 2015. SCC requested a total of Five Hundred Forty Three Thousand Nine Hundred Twenty-Five Dollars (\$543,925.00) to cover four units of housing.

Scott left at 6:50 pm.

A motion was introduced and PASSED 5-0 to provide a Conditional Commitment letter to SCC in support of their HPSTF application using CPA funds in the amount of Five Hundred Forty Three Thousand Nine Hundred Twenty-Five Dollars (\$543,925.00).

Mark left the meeting at 6:55 pm. Daniel rejoined the meeting at 6:55 pm and resumed as chair.

4. Review CPA program and project application forms

The Trustees asked for a confirmation from the CPC that it is ok to review the applications at the February 11<sup>th</sup> Trust meeting such that it would still allow time for the Trust to submit a request for additional funding to the CPC for consideration if the total funds requested exceeds the projected CPA funds for housing for FY16. The final version of the program and project application should make clear that the funds are for housing units, and not grants for housing programs.

5. Review of Massachusetts Housing Partnership ("MHP") Municipal Trust Training on 12/8/15

Staff shared copies of all of the handouts from the MHP Training. Noted MHP may provide another municipal trust training in the spring.

6. Trustee appointment terms

Eleanor will be resigning from the Trust and her last meeting will be February 11, 2016. Four other Trustees have expired terms. Staff will reach out to the Trustees with expired terms to determine if there is an interest to continue to serve on the Trust and the Trust will discuss Trustee terms further at the January meeting.

*The meeting adjourned at 7:25 pm.*