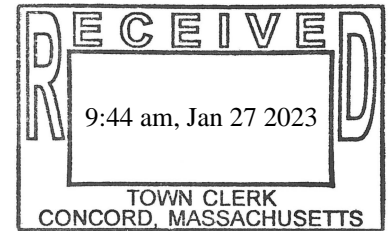


Concord Municipal Affordable Housing Trust
Thursday, January 5, 2023 at 6:00 pm
[Virtual Meeting via Zoom](#)
Approved Meeting Minutes



1. *Call to Order / Roll Call* – Chair Keith Bergman called the meeting to order at 6:00 pm on Zoom. Roll call of members present: Linda Escobedo, Mike Lawson, Rich Feeley, Kerry Lafleur, and Keith Bergman. Also present were Liz Rust, Marcia Rasmussen, and Linda Miller.

2. *Approval of minutes– December 6 & December 12, 2022* – Mike Lawson moved to approve the meeting minutes of December 6 and 12, 2022; seconded by Linda Escobedo; and approved by unanimous vote (5-0).

3. *Housing Production Plan – debrief on approval process and steps to implementation; planning for next Concord Housing Roundtable meeting in February and meeting with Select Board in March* – The chair reported that the updated [Housing Production Plan](#), which the Trust had voted on December 12th to recommend, had been adopted by the Planning Board on Tuesday, December 13th and by the Select Board on Monday, December 19th. Liz Rust reported that the HPP had then been promptly submitted to the Massachusetts Department of Housing & Community Development for its final approval. Trust members thanked team members Liz Rust and Marcia Rasmussen for their, and their team’s, efforts on updating the HPP.

In discussing HPP Strategy #22, Continue housing collaboration through the Concord Housing Roundtable—for which CMAHT is co-lead with Town staff-- a consensus was reached to schedule for mid-March the next Concord Housing Roundtable, as an opportunity to hear updates from all entities assigned housing strategies in the HPP—which includes the Select Board, Planning Board, and Community Preservation Committee, as well as housing entities. The HPP Action Plan matrix¹ lists specific assignments of responsible entity, supporting entity, and timeframe to implement for each of the HPP’s 24 housing strategies.

Trust members next discussed the need to update [CMAHT’s interim policy guidelines](#)² to reflect the updated HPP, and add a formal application process and forms. Rich Feeley volunteered to work on an initial draft for discussion at a future meeting. Linda suggested the Community Preservation Committee’s [procedures manual](#) as a guide for CMAHT.

¹ The Action Plan matrix on HPP pp. 58-65 identifies implementation leads with assigned strategies as follows:

- Select Board (Strategies 6, 8, 9, 12, 18, 19, 20, 23, 24),
- Planning Board (5, 6, 7, 8, 10, 11, 12, 19),
- Concord Housing Authority (13),
- Concord Housing Development Corporation (1, 2, 15),
- Concord Municipal Affordable Housing Trust (3, 4, 17, 21, 22),
- Community Preservation Committee (16), and
- Town staff (3, 16, 24).

Supporting entities for various strategies include all of the above, plus the Regional Housing Services Office, the Concord Housing Foundation, and the Town’s DEI Commission.

² “Modification of the guidelines may occur when one or more of the documents referred to below is updated, superseded or amended, *particularly when the housing needs of the Town are further defined or modified by the Housing Production Plan anticipated to be updated and approved in late 2022 or early 2023.*” - 3/7/22 IPGs

Kerry Lafleur left the meeting at 6:35 pm.

4. *January 19, 2023 Special Town Meeting, including Articles 2 & 3, Reauthorize filing home rule petitions for real estate transfer fee & building permit surcharge to fund Trust* – The chair had circulated a draft letter to the editor from the chairs of CMAHT, CHA, CHDC and CHF in support of Articles 2 and 3, which has been approved by the other chairs. *[The letter was printed in the [January 13, 2023 edition of The Concord Bridge.](#)]*

Slide decks and handouts for STM Articles 2 and 3 due by Friday, January 13th at 5 pm, An initial presentation was made at the Select Board's [public hearing on November 28th](#). Trust members discussed editing that slide deck to focus on changes made since 2019, and underscore that these funding sources would not be dependent upon Concord's property taxpayers. The Town Moderator has directed that each article have a separate slide deck, which the Chair has redone for members' review and comments. Members agreed that the slides should also be distributed as voter handouts. *[The slide decks and [handouts](#) are posted at the [Town website.](#)]*

5. *April 30, 2023 Annual Town Meeting, including proposed transfer of \$2,044,255.76 to the Trust from amounts appropriated by prior town meetings for Christopher Heights at Junction Village* - Two articles proposing to transfer the Trust [\\$1,044.255.76 from CPC](#) and \$1,00,000 from 2017 ATM article have been submitted by the Select Board and CPC onto the April 30, 2023 Annual Town Meeting warrant, which closed on January 4th. Other ATM articles of interest include [CPC's annual appropriations recommendations article](#), which includes \$500,000 to the CHDC for Assabet River Bluff and \$33,000 to the Town for RHSO services (including support for CMAHT). Public hearings on ATM articles will be held on February 27th by the Select Board; on March 1st by the Finance Committee; and on March 7th by the Planning Board.

6. *2022 Annual Town Report – due January 13, 2023* - The chair will draft the Trust's 2022 Annual Town Report and circulate it to Trust members. *[The report as submitted is attached to these minutes.]*

7. *Schedule update from Concord Housing Development Corporation by Assabet River Bluff – 5 affordable units* - The chair will invite CHDC to attend an upcoming meeting to update Trust members on the Assabet River Bluff project.

8. *Public Comment* - none.

9. Schedule next CMAHT meeting – to be determined.

10. *Adjournment* –Mike Lawson made a motion to adjourn the CMAHT meeting, seconded by Rich Feeley. Motion passed unanimously (4-0). The meeting adjourned at 7:09 pm.

Document attached

- CMAHT 2022 Annual Town Report, submitted 1/13/2023

CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST

Keith Bergman, Chair
Linda Escobedo, Vice-Chair
Michael Lawson, Clerk
Frank “Rich” Feeley
Kerry Lafleur

The Concord Municipal Affordable Housing Trust’s purpose is to “provide for the preservation and creation of affordable housing in the Town of Concord for the benefit of low and moderate income households and for the funding of community housing” as defined in the Community Preservation Act. A package of proposals from the Affordable Housing Funding Committee to create and fund a municipal affordable housing trust that could act quickly as opportunities arose was first approved by the 2019 Town Meeting. Voters there adopted the enabling state statute (and, in 2020, a Town bylaw which became effective in 2021), and authorized filing home rule petitions for special state legislation for a real estate transfer fee and a building permit surcharge as dedicated long-term funding sources for the Trust that would not rely on the property tax. In the meantime, voters have appropriated \$500,000 for the Trust at Town Meetings in 2019, 2020, 2021, and 2022, for a total of \$2,000,000.

In 2022-- its first full year of operation-- the Concord Municipal Affordable Housing Trust

- adopted a set of interim policy guidelines for use of Trust funds;
- convened fellow Concord housing entities to strategize on how to keep the Town from falling below its 10% affordable housing goal under the State’s Chapter 40B;
- supported and actively participated in updating the Town’s Housing Production Plan, approved by the Select Board and Planning Board by year’s end;
- committed a total of \$1,650,000 in Trust funds for affordable housing projects in Concord
 - \$650,000 for Assabet River Bluff (5 affordable units on 1 acre) and
 - \$1,000,000 for Christopher Heights at Junction Village (83 affordable senior assisted living units on 12 acres) to access some \$7 million in additional state funding;
- requested reauthorization to refile in 2023 the home rule petitions for a real estate transfer fee and building permit surcharge to fund the Trust; and
- following Christopher Heights’s demise, requested 2023 Town Meetings transfer to the Trust for affordable housing purposes the \$2,044,255.76 previously approved for that project.

The Trust ended Calendar Year 2022 with an uncommitted balance of \$1,080,000 in its fund.

Interim Policy Guidelines for the Trust - The Trust is authorized by Town Bylaw to develop policy goals and statements, consistent with the Town’s adopted housing goals and subject to the Select Board’s approval, to serve as guidelines for the Trust. A set of Interim Policy Guidelines for Use of Funds adopted by the Trust was approved by the Select Board on March 7, 2022. The Trust will update those policy guidelines in 2023 to reflect the updated Housing Production Plan.

Assabet River Bluff - The Trust contributed \$650,000 towards the Concord Housing Development Corporation’s acquisition of 1 acre of the 7-acre Assabet River Bluff property for 5 affordable units, as part of a mixed-use project in which the Town would acquire 6 acres for

open space purposes. \$50,000 of the Trust’s funding was for pre-acquisition expenses and \$600,000 went towards CHDC’s \$950,000 purchase price for the 1 acre (the balance was met by \$300,000 in Community Preservation Act funds and \$50,000 from the Concord Housing Foundation). \$50,000 of the Trust’s funds were paid towards a \$140,000 deposit to the seller to give May 1, 2022 Annual Town Meeting the ability to put funding in place for all 7 acres.

Keeping Concord above Chapter 40B’s 10% goal: Christopher Heights at Junction Village – Alerted by staff that the Town would fall below its 10% Chapter 40B goal by some 8 to 20 units when the new 2020 U.S. Census figures would be released in May 2023, the Trust convened a series of meetings with fellow housing entities throughout the summer and fall to identify what projects could be mobilized to keep the Town above 10%. Concord’s 2015 Housing Production Plan had identified 83 affordable senior assisted living units planned for Christopher Heights at Junction Village as the principal means by which the Town could do so. With that project stalled, and with no other alternatives to replace it, the Trust and its partners concluded that Christopher Heights was the Town’s best, and only, option. While project costs had gone up across the Commonwealth for construction projects of all kinds-- and Christopher Heights’ from \$20 to \$28 million-- the Massachusetts Department of Housing & Community Development signaled that some \$7 million in additional funds could be made available if additional local funds were committed. Trustees committed \$1,000,000 for Christopher Heights’s reapplication for funding under DHCD’s High Readiness ARPA Funding Round; and requested that the Select Board send a letter of support for that reapplication. DHCD requires that “the Town”—that is, the select board in a town—support any request made for State funding in order for the application to be considered. The Select Board declined to send such a letter, though. With great disappointment, the Trust then rescinded its commitment of \$1,000,000.

Housing Production Plan – Trust members served on the steering committee convened to guide the team of staff and consultants updating the Town’s Housing Production Plan, which had expired the year before. The HPP is a proactive strategy for planning and developing affordable housing, identifying goals and strategies to achieve or maintain the 10% goal. Trustees unanimously recommended the resulting [FY 2023-2028 Housing Production Plan](#), which the Select Board and Planning Board adopted in December 2022, for final approval by the State’s DHCD. The plan proposes not only to meet the 10% goal but also to identify strategies to enhance diversity, equity, and inclusion in the Town’s housing planning, policies, and zoning bylaws-- such as promoting 3+ bedroom homes for families and group homes for people with disabilities-- and to consider zoning consistent with the MBTA Communities law’s requirement for multi-family as a use by right—including inclusionary zoning to ensure affordability-- within half a mile of train stations in West Concord and Concord. Assabet River Bluff and Junction Village are identified as top priorities for development of affordable housing.

Request refiling home rule legislation to fund the Trust - Trustees recommended the January 19, 2023 Special Town Meeting reauthorize for the 2023-2024 state legislative session home rule petitions for a real estate transfer fee and a building permit surcharge as dedicated long-term funding sources for the Trust that would not rely on the property tax. The first \$1,000,000 (rather than \$600,000) of value of the purchase price would be exempted from the transfer fee; and both measures would define affordable housing income limits as being at or below 150% of area

TOWN OF CONCORD 2022 ANNUAL TOWN REPORT

mean income, which includes Planned Residential Developments under Concord Zoning. Some \$2.2 to \$2.4 million might be raised if enacted by the State and then approved by Town Meeting.

FY 2024 funding request for the Trust - The Trust is requesting that April 30, 2023 Annual Town Meeting transfer a total of \$2,044,255.76 to the Trust for affordable housing and community housing purposes from amounts previously appropriated for Christopher Heights—i.e., \$1,000,000 from general funds and \$1,044,255.76 from the CPA Community Housing Reserve Fund. The Select Board and Community Preservation Committee both support this request.

The Trustees acknowledge the work of our predecessors, the Affordable Housing Funding Committee and Affordable Housing Trust Study Committee; appreciate the continuing efforts of our housing partners, the Concord Housing Authority, Concord Housing Development Corporation, Concord Housing Foundation, and Community Preservation Committee; and are grateful for support of the Select Board, Town staff, and the Concord community as a whole.