



Concord Municipal Affordable Housing Trust
Wednesday, February 22, 2023 at 5:00 pm
Virtual Meeting via Zoom
Approved Meeting Minutes

1. *Call to Order / Roll Call* – Chair Keith Bergman called the meeting to order at 5:01 pm on Zoom. Roll call of members present: Linda Escobedo, Mike Lawson, Rich Feeley, and Keith Bergman. Kerry Lafleur was absent. Also present were Regional Housing Services Office Director Liz Rust, Linda Miller, and Karlen Reed.

2. *Approval of minutes* – Mike Lawson moved to approve the meeting minutes of February 8, 2023; seconded by Rich Feeley; and approved by unanimous vote (4-0).

3. *Prepare for [2023 Annual Town Meeting](#) public hearings, including*

- *Finance Committee, Wed. 3/1/23 7pm – Art. 26 Community Preservation (Assabet River Bluff, \$500,000; RHSO, \$33,000); Art. 28 & 29 \$2,044,255.76 to CMAHT from prior appropriations for Christopher Heights – (HPP strategy 17)*
- *Planning Board, Tue. 3/7/23 7pm – Art. 35 Combined Business Residence Zoning*

In preparation for the Finance Committee’s March 1st public hearing, the chair had prepared a draft presentation for Articles 28 and 29, which would transfer a total of \$2,044,255.76 to the Trust from prior appropriations for Christopher Heights. The draft slide deck was sent to Trust members over the weekend for today’s discussion, and reviewed with the [Community Preservation Committee at its meeting last night](#). The presentation begins with a couple of simple slides for each article, based on explanations in the warrant. To those are added supplemental slides which provide a general update on how CMAHT funds have been spent thus far, and how the Trust’s resulting fund balance to \$3,086,728 would be needed to implement strategies in the Town’s updated [Housing Production Plan](#). Members discussed what edits should be made to those slides, which will be reflected in the slides submitted by the chair to the Finance Committee. *[That slide deck is [available online](#).]*

The chair invited Liz Rust to give an update on the Assabet River Bluff project, for which the Concord Housing Development Corporation is seeking \$500,000 from the CPC in Article 26. CHDC is in discussion with Concord Housing Authority on taking title to the existing 2-family house, and moving towards a Planned Residential Development (PRD) application to divide the one-acre parcel into two lots—one for the existing, the other for the 3 new units. CHDC is consulting with the Planning Department about the site plan.

Liz Rust then gave an update on Junction Village, indicating that CHDC has met with a number of Town boards, community groups, and Winthrop Street neighbors, and will be meeting with the League of Women Voters of Concord-Carlisle and others, and host a public forum to seek consensus on the use and density for the site. Following that, CHDC expects to issue an RFP in late March, early April for a competitive process to select a developer and development plan.

4. *Prepare for Concord Housing Roundtable & Housing Production Plan strategy updates - Wed. 4/12/23 7pm w/SB, PB, CPC, CHA, CHDC, CHF, RHSO, Town (HPP strategy 22)* - A reminder that Wednesday, April 12, 2023 at 7 pm has been offered as the date for the next Concord Housing Roundtable. Per [Housing Production Plan Strategy #22](#), the roundtable now includes Select Board, Planning Board, Community Preservation Committee, CHA, CHDC, CMAHT, CHF, RHSO and Town staff. Each group would be asked to share any progress updates on their assigned HPP strategies shown in the Action Plan Matrix on plan pp. 58-65. RHSO's Liz Rust has reached out to board chairs about this.

5. *Project Updates: Concord Housing Authority: 1031 Main Street (HPP strategy 13)* – No update on the CHA's request for \$50,000 for pre-development expenses for an additional unit at 1031 Main Street. Before finalizing an agreement between the Trust and CHA, Town staff is being asked to weigh in on issues surrounding roadway access for this property. The CHA will hold a public hearing on the authority's [proposed annual plan for the coming fiscal year](#) on Thursday, March 2nd at 4 pm.

6. *Status of Proposed State Legislation to Fund the Trust (HPP strategies 17, 21) - Home rule petitions for real estate transfer fee [HD. 3764](#), building permit surcharge [HD. 3749](#); LOHA Coalition local option real estate transfer fee [HD. 2857 SD. 1982](#)* - Legislative committee assignments have been made, but these bills have not yet been assigned to committee. All three of Concord's state legislators have filed Concord's bills and agreed to co-sponsor LOHA's.

7. *Updating CMAHT guidelines and funding application forms and processes* – The chair reminded that the Trust is updating its application forms and procedures using the [Community Preservation Committee's procedures manual](#) as a model, and that we look forward to having the Town's new Economic Vitality Manager on board to help with that task. Rick Feeley offered to continue working on updating the CMAHT policy guidelines document to reflect the Housing Production Plan. Trust members thanked Rich for volunteering and will forward comments to Rich directly, for discussion at a future meeting.

8. *Public Comment* – none.

9. *Schedule next CMAHT meeting* – The Trust's next meeting will be on Wednesday, March 8, 2023 at 5 pm on Zoom. The Trust can debrief from the Finance Committee's March 1st public hearing, hear any updates from CHDC and/or CHA about their projects, and prepare for the Concord Housing Roundtable scheduled for Wednesday, April 12th at 7 pm.

10. *Adjournment* – Rich Feeley made a motion to adjourn the CMAHT meeting, seconded by Mike Lawson; and passed unanimously (4-0). The meeting adjourned at 5:54 pm.