

Concord Municipal Affordable Housing Trust  
Tuesday, March 28, 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: Mike Lawson, Rich Feeley, and Keith Bergman. Kerry Lafleur arrived at 5:05 pm. Linda Escobedo was absent. Also present were Concord Director of Planning and Land Management Marcia Rasmussen, Stephan Bader, and Linda Miller.

2. *Approval of minutes* – Mike Lawson moved to approve the meeting minutes of February 22, 2023; seconded by Rich Feeley; and approved by a vote of 3 in favor (Lawson, Feeley, Bergman) and 0 opposed. Rich Feeley moved to approve the meeting minutes of March 14, 2023; seconded by Mike Lawson; and approved by a vote of 3 in favor (Feeley, Lafleur, Bergman), with 0 opposed, and 1 (Mike Lawson) abstaining.

3. *Preparing for Concord Housing Roundtable & [Housing Production Plan](#) progress updates - Wednesday 4/12/23 at 7 pm with Select Board, Planning Board, CPC, CHA, CHDC, CHF, CMAHT, PWC, DEI, RHSO, and Town staff (HPP Strategy #22)* - To coordinate implementation of strategies in the Housing Production Plan, the Concord Housing Roundtable will convene with an expanded membership which includes the Select Board, Planning Board and Community Preservation Committee, along with the CHA, CHDC, CHF, CMAHT, RHSO, Town staff, per HPP Strategy #22 (which assigns the Trust as lead). Invitations are also being extended to the DEI Commission and the Public Works Commission. The Roundtable will be a hybrid meeting held at Harvey Wheeler and on Zoom at 7 pm on Wednesday, April 12<sup>th</sup>. Trust members asked that the posting notice be a single notice for all the boards invited, with proposed agenda items: 1. Call to order/introductions; 2. Housing Production Plan – updates on goals & strategies from each board; 3. Other updates from each board; 4. Schedule next Roundtable; and 5. Adjourn.

Recent discussions about the Housing Production Plan have included a briefing for the [Select Board on March 20<sup>th</sup>](#) by Marcia Rasmussen, Liz Rust, and Keith Bergman [*attached to these minutes are a revised draft matrix of HPP leads reflecting Select Board input*]; and the DEI Commission’s Building a Welcoming Community forum on March 22<sup>nd</sup>, which included Rep. Carmine Gentile, Rep. Simon Cataldo, Liz Rust, and Keith Bergman

4. *Adopt recommendations on [2023 Annual Town Meeting](#) affordable housing articles* – The Select Board and Finance Committee have both unanimously voted to recommend Articles 28 and 29, which together would transfer to the Trust \$2,044,255.76 previously appropriated for Christopher Heights and Junction Village. On March 27<sup>th</sup>, the Town Moderator and Select Board had determined to include both articles on the Town Meeting consent calendar.

After discussion, Rich Feeley moved that the Concord Municipal Affordable Housing Trust vote to recommend the following April 30, 2023 Annual Town Meeting articles for affordable housing: Article 26, Community Preservation Committee Appropriation Recommendations, Item A, Regional Housing Services Office, \$33,000 to the Town; and Item B, Assabet River Bluff

Housing Development, \$500,000 to CHDC; Article 28, Community Preservation Committee Appropriation Recommendations – Concord Municipal Affordable Housing Trust, for \$1,044,255.76 to the Trust; and Article 29, Transfer of Housing Funds, \$1,000,000 to the Trust. Seconded by Mike Lawson; and approved by unanimous vote (4-0).

ATM Article 35, a proposed zoning amendment from the Planning Board, would make the requirements of Zoning Bylaw Section 4.2.3.2 more financially feasible for small combined business/residence projects to include affordable housing, since—to our understanding-- the current bylaw has not produced any affordable units from such developments with 10 or fewer dwelling units. Article 35 would also provide for payments to the Trust (a) of at least 10% of the average sales price for all market rate units in a combined business/residential development of 5 or fewer dwelling units; and (b) equal to the average market sales price, in lieu of providing an additional affordable unit, for a development of more than 10 dwelling units where the required affordable housing unit percentage of 20% results in a fraction of a unit below 0.5. The Planning Board’s public hearing will be on Wednesday, March 29<sup>th</sup> at 7 pm at the Town House and on Zoom. After discussion, Rich Feeley moved that the Concord Municipal Affordable Housing Trust vote to recommend April 30, 2023 Annual Town Meeting Article 35, Zoning Bylaw Amendment - Combined Business/Residence Zoning; seconded by Mike Lawson; and approved by unanimous vote (4-0). The letter sent to the Planning Board is attached to these minutes.

*5. Trustee reappointments to staggered terms (CMAHT Bylaw Section 4) –* The two-year terms of all five of the Trustees are set to expire on April 30, 2023. The Select Board has asked to know which Trustees desire reappointment, so applications can be invited to fill any resulting vacancies. The [CMAHT Bylaw](#) provides in Section 4 that trustees serve staggered 2-year terms.<sup>1</sup> After discussion, Rich Feeley moved the Concord Municipal Affordable Housing Trust vote to request that the Select Board vote pursuant to Section 4 of the CMAHT Bylaw to reappoint Trust members Bergman, Lawson, and Lafleur to 2-year terms, and Trust members Feeley and Escobedo to 1-year terms; seconded by Mike Lawson; and approved by unanimous vote (4-0).

*6. Updating CMAHT guidelines and funding application forms and processes -* In updating the Trust’s Interim Policy Guidelines (version 1.0) approved by the Select Board in March 2022, Trust members will focus on drafting Interim Policy Guidelines (version 2.0) which reflect (1) adoption of the Housing Production Plan, and (2) the Trust’s anticipated post-2023 ATM fund balance of \$3,086,728, engaging with our Housing Roundtable partners on how those funds should best be spent. Rich Feeley volunteered to prepare a further revised draft document or discussion at the Trust’s next meeting.

*7. Housing production project updates (HPP Strategies #1, #2, #3, #13) -* Concord Director of Planning and Land Management Marcia Rasmussen shared that she is working to obtain an appraisal of the surplus state property at 91B Main Street, which MassDOT has approached the Town about; and has researched the issue access to the Housing Authority’s property at 1031 Main Street, at which CHA wishes to explore adding a new affordable one-bedroom handicapped-accessible home.

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<sup>1</sup> “Trustees shall serve for a term of two (2) years, except that one less than a majority of the initial Trustee appointments shall be for a term of one (1) year. Trustees may be reappointed for up to two (2) additional terms.”

8. *Status of proposed legislation to fund the Trust (HPP Strategies #17, #21).* Senator Mike Barrett had expressed to the Select Board on March 27<sup>th</sup> his optimism that a statewide transfer fee for affordable housing might pass in this session of the Legislature. In addition to Concord's home rule petitions for dedicated long-term funding sources for the Trust— [H.2729](#) for a building permit surcharge and [H.2730](#) for a real estate transfer fee-- there are two statewide local option real estate transfer fee bills. One is the [Local Option for Housing Affordability \(LOHA\) Coalition](#)'s bill refiled as [H.2747](#) and [S.1771](#), cosponsored by Concord's legislators; and the other is [S.1786](#), filed by Cape & Islands Senator Julian Cyr, which we're reviewing.

9. *Public Comment* - Stephan Bader said the Concord Housing Authority would be discussing ATM article recommendations at its next meeting.

10. *Schedule next CMAHT meeting* - The Trust's next meeting will be on Wednesday, April 12, 2023 from 6:30 to 7:00 pm—right before the Housing Roundtable. The Trust will then meet on Tuesday, April 18th from 5 to 6 pm on Zoom for final preparations for April 30<sup>th</sup> Town Meeting.

11. *Adjournment* - Mike Lawson made a motion to adjourn the CMAHT meeting, seconded by Rich Feeley; and passed unanimously (4-0). The meeting adjourned at 6:05 pm.

Document attached

- Revised draft matrix of Housing Production Plan lead assignments
- CMAHT 3/29/23 letter to Planning Board in support of ATM Article 35

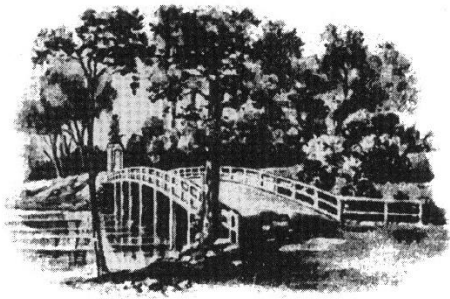
**HOUSING PRODUCTION PLAN IMPLEMENTATION LEADS  AND SUPPORTS**

*Per assignments shown in HPP Action Plan Matrix<sup>1</sup> on HPP pp. 58-65*

<b>Housing Strategies</b>	Select Bord	Planning Board	CMAHT	CHDC	CHA	CHF	CPC	Public Works Comm.	DEI Commission	Transportation A.C.	RHSO	Town Staff	Staff lead(s)
1. Assabet River Bluff SHI units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
2. Junction Village affordable units	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
3. Pursue other land to create units	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. SHI units in private developments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
5. Reduce minimum lot size, frontage		<input checked="" type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	
6. Green building design, code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>	
7. Redevelopment near transit		<input checked="" type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. MBTA Communities zoning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. DEI planning, zoning, fair housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Duplexes by right		<input checked="" type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	
11. Town-wide inclusionary zoning		<input checked="" type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>	
12. By-right subdivisions/home rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>	
13. Concord Housing Authority units			<input type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
14. Social services for seniors, etc.				<input checked="" type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15. Funding support for CHDC	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
16. Examine CPA borrowing			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17. Funding support for CMAHT	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
18. Host, support RHSO	<input checked="" type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
19. Sewer, transit, infrastructure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
20. MetroWest HOME Consortium	<input checked="" type="checkbox"/>										<input type="checkbox"/>	<input type="checkbox"/>	
21. LOHA Coalition transfer fee	<input type="checkbox"/>		<input checked="" type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>	
22. Concord Housing Roundtable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23. Outreach/income/seniors/BIPOC	<input checked="" type="checkbox"/>		<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24. Public relations campaign	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

*For further description of all HPP Housing Strategies, see [Housing Production Plan](#) pp. 28-57.*

<sup>1</sup> The HPP Action Plan matrix begins on HPP p. 58: “The matrix below provides a more specific assignment of the responsible entity, supporting entity, and timeframe to implement each housing strategy . . .”



OLD NORTH BRIDGE

## TOWN OF CONCORD

TOWN HOUSE - P.O. BOX 535  
CONCORD, MASSACHUSETTS 01742

**To:** Concord Planning Board  
**From:** Concord Municipal Affordable Housing Trust c/o chair Keith Bergman  
**Date:** March 29, 2023  
**SUBJ:** CMAHT Supports Article 35 Zoning Bylaw Amendment - Combined Business/Residence Zoning

For the Planning Board's March 29, 2023 public hearing on proposed zoning amendments, please know that, at its meeting on March 28, 2023, the Concord Municipal Affordable Housing Trust voted unanimously (4-0)<sup>1</sup> to support and recommend April 30, 2023 Annual Town Meeting Article 35, Zoning Bylaw Amendment - Combined Business/Residence Zoning, which furthers the goal in the Town's recently updated Housing Production Plan to increase the variety of rental and ownership housing options, especially for families, particularly near transit stations and village centers, to promote smart growth.

The Trust supports the Planning Board's proposed zoning amendment in Article 35 to make the requirements of Zoning Bylaw Section 4.2.3.2 more financially feasible for small combined business/residence projects to include affordable housing, since—to our understanding-- the current bylaw has not produced any affordable units from such developments with 10 or fewer dwelling units.

The Concord Municipal Affordable Housing Trust was established by Town Meeting to provide for the preservation and creation of affordable housing in Concord, and can act quickly when affordable housing opportunities arise-- if funds are available in the Trust's fund. So, the Trust is especially grateful to the Planning Board for providing in Article 35 for payments to the Trust:

- (a) of at least 10% of the average sales price for all market rate units in a combined business/residential development of 5 or fewer dwelling units; and
- (b) equal to the average market sales price, in lieu of providing an additional affordable unit, for a development of more than 10 dwelling units where the required affordable housing unit percentage of 20% results in a fraction of a unit below 0.5.

Please let us know what questions you have about any of this.

Thanks very much.

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<sup>1</sup> In favor: Keith Bergman, Mike Lawson, Rich Feeley, and Kerry Lafleur. None opposed.