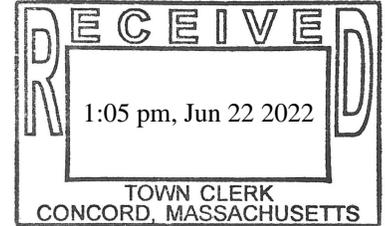


Concord Municipal Affordable Housing Trust  
Thursday, June 9, 2022 at 1:30 pm  
Virtual Meeting via Zoom  
Approved Meeting Minutes



1. *Call to Order / Roll Call* – Chair Keith Bergman called the meeting to order at 1:02 pm on Zoom. Roll call of members present: Linda Escobedo, Mike Lawson, Frank (“Rich”) Feeley, Kerry Lafleur, and Keith Bergman. Also present were Concord Housing Authority member Stephan Bader, Finance Committee member Ray Andrews, and Regional Housing Services Office Director Liz Rust.

2. *Approval of minutes* – Mike Lawson moved to approve the meeting minutes of May 12, 2022 as amended; seconded by Rich Feeley; approved by unanimous vote (5-0).

3. *Housing Production Plan - updates on steering committee, community survey, and June 7th public forum* - The HPP Steering Committee met on May 18<sup>th</sup> and will meet again on June 15, July 27, October 19, and December 7, 2022. Meetings are held at 4 PM on Zoom. Housing Production Plan public forum was held on Tuesday, June 7, 2022 at 7 PM on Zoom. Findings that stood out to members included that there had been no net increase in the amount of affordable housing in Concord in the last ten years and that half of the units on Concord’s subsidized housing inventory are market rate, not affordable; the percentage of residents who qualify for affordable housing who are cost-burdened; an aging population; and a community seen as unwelcoming to younger persons. RHSO’s Liz Rust also announced that Concord would likely fall below its 10% goal under Chapter 40B because the units at Junction Village would not be added to the Subsidized Housing Inventory—the numerator for the percentage calculation-- until after 2020 year-round household figure—the denominator-- kicks in from State’s DHCD.

4. *Assabet River Bluff (5 affordable units) - Concord Housing Development Corporation -land acquisition grant agreement & reimbursement request for pre-acquisition expenses.* The Trust has previously voted to allocate \$650,000 of its funds for the Concord Housing Development Corporation’s project to acquire the one-acre Assabet River Bluff Lot A for 5 affordable units. A portion (\$50,000) had been paid towards the deposit, with the remaining \$600,000 to be paid with \$550,000 towards the purchase (closing plan for July 29, 2022) and \$50,000 towards reimbursable expenses. Through Town Manager Kerry Lafleur, Town Counsel Mina Makarious has been tasked to prepare a grant agreement between the Trust and CHDC, but a draft of that document is not yet available for our review; so a future CMAHT meeting for later this month should be scheduled. RHSO needs all closing documents in hand by July 5, 2022.

In the meantime, the Trust has received from the Concord Housing Development Corporation a request for reimbursement of project expenses totaling \$13,173.61 to date as follows: site engineering by Harrington, \$8,738.61; survey (50%) by GCG, \$3,600.00; and home inspection by First Look, \$835.00, as shown in the attached. After discussion, Rich Feeley moved to approve the Concord Housing Development Corporation’s request for reimbursement of expenses to date totaling \$13,173.61 for the Assabet River Bluff project; seconded by Mike Lawson; approved by unanimous vote (5-0). The chair will send a copy of this vote to CHDC

and the Town Manager, so the payment can be processed.

5. *Minuteman National Park affordable rental housing opportunity* – Mike Lawson, Linda Escobedo and Liz Rust reported on their conversation with Minuteman National Park Superintendent Simone Monteleone about potential opportunities to lease five MNP residential properties for affordable housing purposes. MNP has funding for planned capital improvements made possible as part of the Great American Outdoors Act. The National Park Service requires these units be rented at market rate, but the Town could explore designing a rental assistance program to pay the difference between an affordable rate and a market rate. Mike, Linda, and Liz will continue to pursue, and report back to full CMAHT.

6. *Exploring Sources of Trust Funds: Updates on real estate transfer fee & building permit surcharge legislation; Exploring additional/alternative funding sources; annual town meeting articles and appropriations; ARPA funding; CPA borrowing; Community Preservation Committee 2022-2023 CPA Funding Cycle: June 21st informational session; September 16th application deadline.*

No further word on legislature's Joint Committee on Housing recommendation on [H.1377](#) and [S.868](#) "An Act empowering cities and towns to impose a fee on certain real estate transactions to support affordable housing." Committee has until June 15<sup>th</sup> to report out.

Concord's Community Preservation Committee has announced its upcoming [funding round has been announced](#). Applications are due September 16, 2022; with informational sessions held on June 21<sup>st</sup> and August 16<sup>th</sup>.

CMAHT members asked the Chair to contact other Concord housing entities to invite them to a joint meeting on Wednesday, June 22, 2022 at 11 AM to discuss and coordinate funding goals for affordable housing projects.

Mike Lawson indicated he was working on the proposed chart of accounts for the trust, and share information from the Finance Department. Members should provide any input directly to Mike.

7. *Public Comment* – Comments from Housing Authority member Stephan Bader and Finance Committee member Ray Andrews.

8. *Future Meetings* - Next CMAHT meeting will be on Wednesday, June 22, 2022 at 11:00 AM on Zoom.

9. *Adjournment* – Mike Lawson made a motion to adjourn the CMAHT meeting, seconded by Rich Feeley. Motion passed unanimously (5-0). The meeting adjourned at 2:57 pm.

Document attached

- CHCD request for reimbursement for Assabet River Bluff project expenses



**Concord Housing  
Development Corporation**

June 6, 2022

To: Keith Bergman, Chair Concord Municipal Affordable Housing Trust (CMAHT)

From: Lee Smith, Chair Concord Housing Development Corporation (CHDC)

Dear Keith,

The CHDC greatly appreciates the CMAHT support for the CHDC purchase of the Assabet River Bluff property, with their grant of \$650,000. A portion (\$50,000) has been paid towards the deposit, with the remaining \$600,000 to be paid with \$550,000 towards the purchase (planned for July 29, 2022) and \$50,000 towards reimbursable expenses.

This request is towards the reimbursable expenses, requesting \$13,173.61 of the total \$50,000 planned, as detailed below. We will request the next batch of invoices after closing in August.

ARB Expenses (CHDC)					
Description	Vendor	Amount	<i>Paid</i>	FY22	FY23
Site Engineering	Harrington	\$20,000	\$8,738.61	\$10,000	\$10,000
Survey (50%)	GCG	\$5,020	\$3,600.00	\$5,020	
Topo/ANR Plan (50%)	GCG	\$5,750		\$5,750	
Home Inspection	First Look	\$835	\$835.00	\$835	
Closing expenses		\$2,500			\$2,500
Liability insurance (est)		\$4,000			\$4,000
Property Management (est)		\$4,000			\$4,000
RFP Expenses		\$1,500			\$1,500
Undesignated		\$6,395			\$6,395
		\$50,000	\$13,173.61	\$21,605	\$28,395

Again, thank you Keith for your and the Trust support towards increasing affordable housing in Concord,

Sincerely,

Lee Smith, Chair CHDC