

CAMBRIDGE AFFORDABLE HOUSING TRUST
MEETING MINUTES
June 28, 2018

Ackerman Room, Cambridge City Hall
795 Massachusetts Ave.

Trustees Present: Louis DePasquale, Chair; Peter Daly, Florrie Darwin, Cheryl-Ann Pizza-Zeoli, Bill Tibbs

Trustees Absent: Gwen Noyes, Susan Schlesinger, James Stockard, Elaine Thorne

Staff Present: Chris Cotter, Housing Director; Anna Dolmatch, Housing Planner

Others Present: James Williamson

The meeting was called to order at 4:20.

Upon a motion moved and seconded, it was voted

VOTED: To approve the minutes for the meeting of Thursday, May 24 as submitted.

PROJECT UPDATE

2072 Mass Ave - This site has been acquired

Squirrelwood – Just A Start is waiting for DHCD funding decision. They have received a comprehensive permit.

Frost Terrace – Capstone/Hope are waiting for DHCD funding decision. They have received a comprehensive permit.

Vail Court - Demolition is expected to begin later in the summer.

Concord Highlands – Construction is underway. HRI closed on the first phase of construction financing; the full tax credit closing is anticipated for later in the summer.

Jefferson Park – Certificates of Occupancy are being issued.

Inclusionary – Marketing is currently underway for six homeownership units at Point 262 on the McGrath highway. Five two-bedroom units and one one-bedroom unit are available.

HomeBridge – Two additional three-bedroom units closed in June.

Peter Daly noted that it would be great to have a slide show of projects on the meeting room screen during project update. Florrie Darwin requested that the addresses of projects be included on the update.

NEW BUSINESS

Staff presented a request for funding for the annual contracts totaling \$505,615.00. These contracts are used to fund agency work on affordable housing development; legal services; homeownership program management software; and miscellaneous administrative costs.

The Trust has provided support to the non-profit development agencies for many years. Beginning in FY2016, the funding for this shifted from a combination of Federal and Trust funds to being solely funded by the Trust. HOME and CDBG funds continue to be used to directly fund affordable housing development projects, along with funding contracts for programs offered by non-profit housing agencies such as Home Improvement (HIP), Housing Services (mediation), and the YouthBuild program.

The funds requested of the Trust for housing development and preservation will be used as follows:

CASCAP	\$ 30,000
Just A Start	\$191,767
Homeowner's Rehab, Inc.	<u>\$253,348</u>
	\$475,115

This is a level funding request for Just A Start and Homeowner's Rehab. The Cascap request is a reduction from FY2018.

In other areas of the request, \$9,000 will be used to fund annual costs for the homeownership program management software. This system is used to manage all aspects of the homeownership program, including applicants, affordability and unit turnover.

Other administrative requests include \$14,000 to fund outside legal counsel for the Division and \$7,500 for miscellaneous costs.

Bill Tibbs asked how the agencies used the contract funds. Chris Cotter stated that the funds are used for agency overhead, including staff time, and support the agencies' work on projects, such as Just A Start's work on the preservation of the Close Building. He stated that the agencies submit monthly invoices showing what work is being charged to the contracts. Trust members inquired where they get other operating funds. Chris Cotter stated that they use fee and overhead income from development work.

Trust members asked how legal services were provided. Chris Cotter stated that most of the transactional work is done by long-term outside counsel. The contract funds are used for work on inclusionary housing developments and homeownership resales.

Upon a motion moved and seconded, with Peter Daly abstaining, it was:

VOTED: To approve the request for \$505,615.00 in Trust funds for annual contracts, allocated as presented.

Other Business

Chris Cotter updated the Trust on the ongoing Community Preservation Act (CPA) process. He noted that the second public meeting is scheduled for July 19. This meeting is where the committee hears feedback from the public on how the CPA funds are allocated between affordable housing, open space and historic preservation.

Cheryl-Ann Pizza-Zeoli noted that there was low turnout for housing at the first meeting. Chris Cotter noted that the purpose of the first meeting is to present specific projects for potential funding. The second meeting typically sees a larger attendance by community members supporting affordable housing uses. He noted that Trust members should make people aware of the opportunity to attend the upcoming meeting, or submit written comments to the City Manager's office.

Florrie Darwin asked if it would be possible to create a text chain so Trust members could communicate if they were going to be late. Staff noted that they would work with the Law Department to ascertain if that would be allowable under open meeting law.

ADJOURNMENT

The meeting adjourned at 4:36.

Materials:

- Request for Funds for Annual Contracts
- Meeting Minutes from the Trust's May 24, 2018 meeting
- Project Update