



**CITY OF CHELSEA**  
**AFFORDABLE HOUSING TRUST FUND BOARD**

c/o Chelsea Department of Planning & Development  
Chelsea City Hall  
500 Broadway  
Chelsea, Massachusetts 02150



RECORDED  
OFFICE  
19332

**Meeting Minutes**  
**Tuesday, September 13, 2016**  
**6:00 p.m.**

A meeting of the Chelsea Affordable Housing Trust Fund Board was called to order at 6:05 p.m. on Tuesday, September 13, 2016, in Chelsea City Hall, Room 305, Conference Room, 500 Broadway, Chelsea, MA, with the following members in attendance: Robert Boulrice, Norieliz DeJesus (arrived at 6:10 p.m.), Brian Hatleberg, Colleen Kelley, Laurie McEachern, and Laura Wiener (arrived at 6:15 p.m.). Maggie Schmitt, Assistant Director, Chelsea Department of Planning & Development (DPD), was also present.

**Minutes**

On a motion made by Brian Hatleberg, seconded by Robert Boulrice, it was voted 4-0-0 (4-Yes- Robert Boulrice, Brian Hatleberg, Colleen Kelley, Laurie McEachern; 0-No; 0-Abstain) to waive the reading of the minutes of August 2, 2016 and accept the minutes as written.

**Presentation by Shelly Goehring, Massachusetts Housing Partnership**

Shelly Goehring, Program Manager, at the Massachusetts Housing Partnership (MHP) presented a PowerPoint with information about affordable housing trusts in Massachusetts. The PowerPoint provides information about the role of trusts, the housing market in Massachusetts, demographic changes, recent changes in MGL Ch. 44, Section 55, the trust statute, and activities that a trust can engage in. Additionally, Shelly provides examples of trust activities in different cities and towns throughout the Commonwealth. Shelly Goehring also provided changes signed by Governor Baker on August 9, 2016 to the Municipal Affordable Housing Trust, MGL Chapter 44, Section 55c. Shelly Goehring will email these documents to Maggie Schmitt. Maggie Schmitt will place them on the Chelsea AHTFB website.

Shelly Goehring also circulated copies of a flyer on the ONE Mortgage Program, a mortgage loan program of the MHP as well as the MHP's Municipal Affordable Housing Trust Operations Manual (also on-line on the MHP website).

The Board members asked questions regarding the funds that may be available to the City through the Community Preservation Act, should it be passed by vote in November. Shelly Goehring clarified that there is a Community Preservation Committee that is required to be established by each community that adopts the Community Preservation Act. There are five required members from the Conservation Commission, the Planning Board, the Historical Commission, the Housing Authority, and the Board of Park Commissioners. The CPC in some communities gives a percentage of CPA funds to affordable housing trust funds. In other communities, there is a process set up that AHTFB's ask for funding for a specific project.

Brian Hatleberg inquired about activities that a trust can participate in prior to having funds in the trust fund account for projects. Shelly Goehring stated that trusts can engage in developing a needs analysis.

**Discussion of Housing & Strategic Plan**

Maggie Schmitt noted that the draft of the Request for Proposals (RFP) for the City's housing study to be funded by the Community Development Block Grant has been sent to the City's Procurement Department. The Chief Procurement Officer will issue the RFP soon, and it is expected that the City will be able to bring a housing consultant on board in the fall of 2016.

**Discussion of Chair, Vice Chair, Clerk – Nominations and Vote**

The Board members started a discussion regarding who is interested in serving as Chair, Vice Chair, and Clerk. Brian Hatleberg said he would be willing to serve as the Vice Chair. Laurie McEachern said she would be willing to serve as Secretary. The Board requested Maggie Schmitt to inquire of the City Solicitor for clarification of the following sentence in the Law Department's "Handbook for the City of Chelsea's Boards and Commissions" dated March 2009: "*Unless otherwise provided for in the City Charter, Ordinance or Administrative Code, the Chairperson of a Board shall not be an ex-officio member of City government.*" Maggie Schmitt will report back the Board at the next meeting.

The Board members will take up this item at their next meeting.

**Discussion of (Draft) Rules of Procedure**

Maggie Schmitt had provided a draft document to the Board members prior to the meeting entitled: "Chelsea Affordable Housing Trust Fund Board, Rules of Procedure, draft September 2016." The Board members started a discussion on the draft document. While the draft document is written to accommodate procedures for many of the Boards in the City, there are some provisions that may be too formal or not relevant to the AHTFB, for example, provisions related to holding public hearings. It was noted that it would not be expected that the AHTFB would not likely have occasion to hold public hearings as part of their duties. The Board members would like more time to review the draft Rules of Procedure. The Board members decided to take up this item at the next meeting of the Board.

**Adjournment**

On a motion made by Brian Hatleberg, seconded by Laura Wiener, it was voted 6-0-0 (6-Yes- Robert Boulrice, Norieliz DeJesus, Brian Hatleberg, Colleen Kelley, Laurie McEachern, and Laura Wiener; 0-No; 0-Abstain) to adjourn.

The meeting adjourned at 7:30 p.m.

MINUTES APPROVED:

January 31, 2017

2016-09-13-11:30 AM

BOARD OF AFFORDABLE HOUSING  
CHIEF CLERK