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CITY OF CHELSEA
AFFORDABLE HOUSING TRUST FUND BOARD

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



Meeting Minutes
Tuesday, January 31, 2017
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, January 31, 2017, in Chelsea City Hall, Room 305, Conference Room, 500 Broadway, Chelsea, MA, with the following members in attendance: Robert Boulrice, Brian Hatleberg, Colleen Kelley, Laurie McEachern, and Laura Wiener. The following member was absent: Norieliz DeJesus.

Maggie Schmitt, Assistant Director, Chelsea Department of Planning & Development (DPD), was also present.

Minutes

On a motion made by Brian Hatleberg, seconded by Laurie McEachern, it was voted 5-0-0 (5-Yes- Robert Boulrice, Brian Hatleberg, Colleen Kelley, Laurie McEachern; Laura Wiener; 0-No; 0-Abstain) to waive the reading of the minutes of September 13, 2016 and accept the minutes as written.

Discussion of Chair, Vice Chair, Clerk - Nominations and Vote

Maggie Schmitt reported that Ned Keefe resigned from the Board. The Law Department wrote a memo to the Affordable Housing Trust Fund Board (AHTFB) that the appointment of any city employee other than a single designee of the City Manager would violate M.G.L. Chapter 268a, Section 20 and the City of Chelsea Administrative Code (memorandum of January 26, 2017 distributed to members).

This meeting is Laurie McEachern's last meeting. She is moving to Maine. The Board is seven persons, and will now have two openings. The City Manager is looking for two additional Board members to fill the vacancies.

A discussion ensued of the duties and roles of the Chair and relationship with the City Council and Community Preservation Committee (established to make recommendations for use of the Community Preservation Act funds to the City Council), as well as the need to establish a framework for what to do moving ahead and the goals. The Housing Study & Strategic Plan (underway by RKG Associates) will help to assess housing needs and inform strategies. Maggie Schmitt reported a small part of the housing study budget allows some time from RKG for technical assistance to the AHTFB although the Board may want to hire and work with a consultant more in depth in the coming months.

With regard to the CPC, the City Manager hopes to start submitting names to the City Council for the CPC positions starting in February.

Maggie Schmitt reported two models of trust operations that were presented at a Massachusetts Housing Partnership workshop. One model is that the trust is not budgeted to receive a standard percentage of

CPA funds and must apply for any CPA funding. An alternative model is that CPA funds are allocated for the housing trust in an annual budget.

Colleen Kelley questioned if the City's affordable units include Section 8 certificate holders. The Massachusetts Department of Housing & Community Development (DHCD) Subsidized Housing Inventory (SHI) has the apartment units operated by the Chelsea Housing Authority. Holders of mobile subsidies from the HUD Section 8 Housing Choice Voucher Program are not listed on the SHI. Colleen believes that Section 8 Certificate holders are vulnerable to displacement when apartment prices are high. She asked if the City's ever considered asking multi-family housing developers to commit a percentage of the units in new construction to Section 8 certificate holders. She is concerned with the issues facing Gateway cities in the Commonwealth.

John DePriest noted that the adoption of an inclusionary zoning ordinance is still before the City Council. The City is also planning to adopt a condominium conversion ordinance.

On a motion made by Robert Boulrice and seconded by Laura McEachern, Brian Hatleberg was nominated and voted as Chair; Laura Wiener was nominated and voted as the Vice Chair; and Colleen Kelley was nominated and voted as Clerk, 5-0-0, (5-Yes- Robert Boulrice, Brian Hatleberg, Colleen Kelley, Laurie McEachern, and Laura Wiener; 0-No; 0-Abstain).

Discussion of Rules of Procedure

A discussion ensued of the draft Rules of Procedure with track changes provided to the Board members at the September 2016 meeting entitled: "Chelsea Affordable Housing Trust Fund Board, Rules of Procedure, draft September 2016."

The Board discussed the document and acceptance of the track changes. Bob Boulrice recommended adding that the Chair is responsible for the agenda.

It was recommended to make the following changes starting in the fourth paragraph on page 4 so that it reads as follows:

"In addition, the Chair shall be responsible for setting the agenda, at least forty-eight (48) hours prior to each meeting, as defined by the Open Meeting Law (M.G.L. c. 30A, §§ 18-25) requirements, which in addition to a listing of the above-ordered business, shall list any public hearings that may be scheduled for that meeting, any unfinished business and/or items currently on the table, as well as any new matters to be discussed under New Business.

Copies of the agenda shall be filed in the office of the City Clerk at least forty-eight (48) hours prior to each scheduled meeting, as defined by the Open Meeting Law (M.G.L. c. 30A, §§ 18-25) requirements. Deadlines for placing items on the agenda shall be no later than seven (7) days prior to the time and date of the scheduled meeting. The Chair or a majority of the full membership may set additional deadlines."

On a motion made by Brian Hatleberg, seconded by Colleen Kelley, it was voted to adopt the Rules of Procedure with the changes as noted, 5-0-0, (5-Yes- Robert Boulrice, Brian Hatleberg, Colleen Kelley, Laurie McEachern, and Laura Wiener; 0-No; 0-Abstain).

Affordable Housing Payment – One North of Boston

The Board received a memorandum from Ned Keefe dated January 25, 2017 informing the Board that the City received a payment of \$1,110,000 from One North of Boston, LLC for assignment to the Affordability Housing Trust Fund, Account #7026.

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Maggie Schmitt reported that the Treasurer/Collector's office reported the balance of the Affordable Housing Trust Fund account to be \$1,336,615.05 as of January 27, 2017.

Reimbursement to the City's UDAG Account for Bellingham Hill Family Homes Project

Maggie Schmitt presented a memorandum from the Chelsea Department of Planning & Development with a request to reimburse the City's UDAG account in the amount of \$159,138.73 with funds the AHFT account. She reviewed the history of the Bellingham Hill Family Homes project, consisting of seven affordable units developed by The Neighborhood Developers. The AHFT funds had been identified as a funding source at the early stages of the project development.

Robert Boulrice introduced and moved the adoption of the following resolution:

CITY OF CHELSEA
CHELSEA AFFORDABLE HOUSING TRUST FUND BOARD

RESOLUTION AND VOTE

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CITY CLERK'S OFFICE
CHELSEA, MA

WHEREAS: The City of Chelsea Affordable Housing Trust Fund Board is established under the administrative control of the City Manager in accordance with Section 18.00 of Part II of the Code of Ordinances, City of Chelsea, Massachusetts; and

WHEREAS: The City of Chelsea Affordable Housing Trust Fund Board shall serve as the municipal affordable housing trust fund organized under Chapter 44, Section 55C of the Massachusetts General Laws (M.G.L. c. 44, section 55C); and

WHEREAS: In 2015, a new four-unit affordable rental housing development was developed at the address now known as 162 Shawmut Street as part of the Bellingham Hill Family Homes (BHFH) project carried out by The Neighborhood Developer (TND). Together with the rehabilitation of three additional units at 55 Library Street, BHFH provides seven units of affordable housing; and

WHEREAS: The Chelsea's Affordable Housing Trust Fund (AHFT) early on was also identified as one of several sources of funding to support this project, however, the AHFT Board had not been re-appointed and convened in time for a funding allocation to be accomplished before the project proceeded; and

WHEREAS: To meet the funding gap, the City allocated funding from its Urban Development Action Grant (UDAG) funds and requests that the City's AHFT Board vote to replace these funds to the UDAG account.

NOW, THEREFORE, the City of Chelsea Affordable Housing Trust Fund Board hereby accepts and approves the Bellingham Hill Family Homes project located at 162 Shawmut Avenue and 55 Library Street, Chelsea, and an affordable housing project subject to the M.G.L. c. 44, Sec. 55B and further authorizes the transfer of \$159,138.73 to the City of Chelsea's Urban Development Action Grant fund.

Adopted on this ___ day of January, 2017 by a majority of the members of the Chelsea Affordable Housing Trust Fund Board, consisting of ___ members, by a vote of ___ to ___.

Colleen Kelley seconded the motion, and a roll was called with all members present voting YES.

ROLL CALL VOTE: Robert Boulrice – YES; Brian Hatleberg – YES; Colleen Kelley – YES; Laurie McEachern – YES; Laura Wiener - YES; The motion passed (YES-5; NO-0; ABSTAIN-0).

RESOLUTION Adopted January 31, 2017.

Discussion of Housing & Strategic Plan

Maggie Schmitt informed the Board that RKG Associates, Inc. cancelled and is not present to attend the meeting this evening. A meeting with the consultant team will be rescheduled.

Adjournment

On a motion made by Laura Wiener, seconded by Laurie McEachern, it was voted 5-0-0 (5–Yes– Robert Boulrice, Brian Hatleberg, Colleen Kelley, Laurie McEachern, and Laura Wiener; 0–No; 0–Abstain) to adjourn.

The meeting adjourned at 7:10 p.m.

MINUTES APPROVED: February 21, 2017

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