



CITY OF CHELSEA
AFFORDABLE HOUSING TRUST FUND BOARD

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



Meeting Minutes
Tuesday, March 28, 2017
6:00 p.m.

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A meeting of the Chelsea Affordable Housing Trust Fund Board was called to order at 6:00 p.m. on Tuesday, March 28, 2017, in Chelsea City Hall, Room 102, Conference Room, 500 Broadway, Chelsea, MA, with the following members in attendance: Robert Boulrice, Brian Hatleberg, Tiffany Managad, Teri Weidner, and Laura Wiener. The following member was absent: Colleen Kelley. Norieliz DeJesus arrived at 6:35 p.m.

Minutes of January 31, 2017

On a motion made by Robert Boulrice, seconded by Laura Wiener, it was voted 5-0-0 (5--Yes-- Robert Boulrice, Brian Hatleberg, Tiffany Managad, Teri Weidner, Laura Wiener; 0--No; 0--Abstain) to waive the reading of the minutes of February 21, 2017 and accept the minutes as written.

February Discussion with RKG Associates, Inc. about Housing & Strategic Plan Other Communities Trust documents/Websites

Jennifer Goldson at JM Goldson is scheduled to attend the next Board meeting on April 25, 2017.

A written summary from the RKG/Goldson discussion with the Board on February 21, 2017 was distributed to the AHTFB. The memo summarized comments on Board's opportunities and constraints, and thoughts about moving ahead (see Handout 1). The Board discussed the goal to establish a work plan and how to proceed in doing so. The Board asked for a summary of the March 21, 2017 Community Meeting on the Housing Study. Maggie Schmitt provided an overview of the meeting presentation and the consultants' PowerPoint presentations (see Handout 2). Approximately 35 to 40 people attended the meeting. The consultants will prepare a summary of housing needs discussed in the small work group discussions. This will be shared with the AHTFB.

Board members commented on the number of documents circulated for review: Somerville, Louisville, Kentucky. Teri Weidner said she had started to review the documents and noted that several Trusts had a director to manage them and the commitment of staff or other assistance. The Louisville, Kentucky documents were very graphic and clear as to their mission. Somerville was noted as a community whose Trust loans money to individuals. Tracking the repayment of loans is labor intensive.

Maggie Schmitt provided the Board with a summary memo that Karl Allen put together on Trusts from other communities (see Handout 3). This memo included some information from Shelly Goehring at MHP. MHP had noted the absence of Trusts in several Gateway communities. Laura Wiener asked about the status of the Community Preservation Committee (to be formed as required by the Community Preservation Act). The City Manager had been actively seeking residents to fill open spots in the past months. Laura Wiener raised the importance of determining priorities for AHTFB spending. Robert Boulrice commented on the wealth of information on other sites. It had been a goal as part of the vision of the Board's role in 2007-2008 period to be a voice on the need for affordability and the condition of

housing. Assessment of the stock (as part of what is being evaluated in the ongoing RKG study) is important.

Questions that are important to help the Board move forward: What is the relationship of the AHTFB and the future Community Preservation Committee? (How do other communities merge the two?) What is the housing need (This is now being studied in the RKG study)? What is the condition of the housing stock? What is the relationship of the new inclusionary zoning to policy? What policies are most important to focus on?

Bob viewed the AHTFB process as happening in three stages. (1) Assessment of needs. This would occur from the Comprehensive Housing Analysis and Strategic Plan that is underway. (2) Opinion of the board on where the City stands on affordability and ownership opportunities, including a policy formulation. (3) Uncover and document the tools that other communities are using to address the policy goals.

Bob believes that money will come from inclusionary zoning payments more than from the CPA.

Consulting Assistance

The consultant should assist the Board in getting to its guiding policy. Priorities should come first, then criteria. The Board and staff should put together an RFP to approve at the 1st meeting after the data from the study are available.

The Board members discussed and were supportive of seeking consulting assistance moving forward to develop priorities. Assuming a consultant were to be retained over a five month period, Maggie Schmitt suggested the fee may be in the \$15,000 to \$20,000 range and would be dependent on the number of meetings and presentations. Maggie Schmitt requested information from Shelly Goehring at MHP on sample Requests for Proposals/Qualifications to hire a consultant, and will share it with the Board members upon receipt. In addition to meetings with the Trust, consultant work could include outreach and assembling best practices to support trust decisions regarding policy direction. Procurement would be subject to Chapter 30B requirements of cities. Assuming a late spring procurement and retaining a consultant, Brian Hatleberg suggested the bulk of consultant work may occur the early fall after the results of the RKG study are available. Brian proposed use of the RKG study to assess housing data and needs followed by hiring a consultant to address policies for a work plan.

Affordable Housing Projects/Council Ordinances

Maggie Schmitt provided an update of some of the activities in the City related to affordable housing

- City Council adopted Inclusionary Zoning Ordinance on 3/13/17 (see Handout 4)
- City Council amended Certificate of Habitability Ordinance (also 3/13/17) related to a new requirement to inspect properties annually where illegal unit/living space was found (see Handout 5)
- A proposed condominium conversion ordinance was sent to the City Council Subcommittee on Conference (no date scheduled for Subcommittee meeting yet) (see Handout 6).
- Housing projects in the City:
 - 242 Spencer Avenue, 34 affordable units at less than 60% (8 for formerly homeless families) with 11 at less than 30% AMI. To be developed by The Neighborhood

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- Developers, which received funding (announced today) from the Department of Housing and Community Development (DHCD): state subsidies and tax credits.
- Fairfield Residential (Chelsea Clock) – 8.23 acre brownfield site, mixed use development with 8,500 s.f. retail; 21 affordable units of 692 units; MEPA certificate issued on 2/24/17 scoping an environmental impact report
- A Special Permit application for a 45-unit housing project on 170 Cottage Street was filed with the Zoning Board of Appeals (ZBA) this week.
- 960 Broadway – sale of two deed-restricted condominiums
- New project – at 170 Cottage Street – 45 units total - Willow, Bellingham, Cottage – filed with the ZBA last week

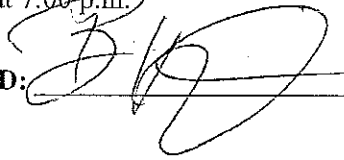
Norieliz DeJesus asked about tracking expiring uses for existing affordable housing projects. As part of the review of the projects on the Subsidized Housing Inventory, Maggie Schmitt said the Department of Planning & Development look at the expiring affordability. The state requires notification to the City of termination of affordability. Also, some affordability contracts are renewed annually.

Adjournment

On a motion made by Robert Boulrice, seconded by Teri Weidner, it was voted 6-0-0 (6–Yes– Robert Boulrice, Norieliz DeJesus, Brian Hatleberg, Tiffany Managad, Teri Weidner, and Laura Wiener; 0–No; 0–Abstain) to adjourn.

The meeting adjourned at 7:00 p.m.

MINUTES APPROVED: _____



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