



OFFICE CITY OF CHELSEA
AFFORDABLE HOUSING TRUST FUND BOARD

2017 AUG 25 A 11:28
c/o Chelsea Department of Planning & Development
Chelsea City Hall
500 Broadway
Chelsea, Massachusetts 02150



Meeting Minutes
Tuesday, July 25, 2017
6:00 p.m.

A meeting of the Chelsea Affordable Housing Trust Fund Board was called to order by Brian Hatleberg, Chair, at 6:10 p.m. on Tuesday, July 25, 2017, in Chelsea City Hall, Room 102, Conference Room, 500 Broadway, Chelsea, MA, with the following members in attendance: Robert Boulrice, Brian Hatleberg, Colleen Kelley, and Teri Weidner. Norieliz DeJesus arrived at 6:15 p.m. The following member was absent: Laura Wiener.

Minutes of April 25, 2017

On a motion made by Teri Weidner, seconded by Robert Boulrice, it was voted 4-0-0 (4-Yes-Robert Boulrice, Brian Hatleberg, Colleen Kelley, Teri Weidner; 0-No; 0-Abstain) to waive the reading of the minutes of April 25, 2017 and accept the minutes as written.

Communications

Brian Hatleberg entered into the record the communication from the Board to the Chelsea City Council dated June 14, 2017 about the Trust's activities.

Brian Hatleberg entered into the record the memorandum from the Department of Planning & Development to the Board dated July 24, 2017 with an update on activities related to affordable housing. Maggie Schmitt reminded the Board that the first meeting of the Chelsea Community Preservation Committee is August 10th.

Bethany Rosa updated the Board about the preliminary discussions underway to hold a Home Show in the fall. This is now expected to be held in October 2017. The idea for the Home Show originated with Chelsea Restoration Corporation. Participants will include the City and other who can provide information about housing programs to Chelsea residents, such as realtors, lenders, and bankers.

Discussion of the Chelsea Housing Plan and the Development of Work Plan for the Affordable Housing Trust Fund Board

Brian Hatleberg facilitated a discussion about the goals and strategies presented in the Chelsea Housing Plan, Community Workshop Summary of Results, prepared by JM Goldson 7/6/2017, revised 7/13/2017. This summary was sent to the Board members in their meeting package.

Teri Weidner asked about the public participation process and representation from the community. Maggie Schmitt said there were new people attending Community Meeting #2. Fifty-six (56) people attended the June 22nd meeting. The community input process included the two community meetings, stakeholder interviews, an on-line resident housing survey, a focus group discussion and information on the City's website.

Members inquired about and are interested in more elaboration on the strategy related to the creation of a local land trust. Green Roots, Inc. hosted a meeting in June on the topic of land trusts. Norieliz DeJesus will reach out to Caroline Bird, the speaker at the Green Roots event, and inquire about meeting notes and possibly speaking to the AHTFB.

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It was noted that the housing study goals and strategies all received high levels of community support. Narrowing the focus for the AHTFB is desirable – potentially choosing one or two strategies where the Board can make a difference in the short term with constrained resources.

The Board raised the question of identifying the sources of future AHTFB funding and uses of funding. An estimate of the amount available from the CPA allotment is in the range of \$60,000 per year assuming 10% of \$600,000. How will the AHTFB activities dovetail with activities of the City Council and the Community Preservation Committee (CPC)? There is the opportunity for the Board to petition the CPC for more money.

The Board discussed expiring uses and DHCD's Subsidized Housing Inventory. There are Chelsea properties with one-year or five-year contracts with subsidizing agencies. Some have annual renewals. Through the Department of Planning & Development, the City keeps track of the expiration dates. The Board suggested pro-active contact with the subsidizing agency for specific properties well prior to when the date is approaching. Maggie Schmitt noted there are requirements under Section 40T about the termination of affordability.

A general discussion ensued about the broader strategies for rental housing, expanding homeownership opportunities, addressing the needs of Chelsea's lowest income residents, preserving and maintaining existing affordable housing in the City. Several members commented positively about the use of AHTFB money focus on helping low/mod income residents who are already in Chelsea stay in Chelsea. The Board also recognized that targeting affordability to residents at $\leq 80\%$ AMI does not serve a substantial portion of the Chelsea population.

One member commented specifically on the strategy to allow seniors to remain in Chelsea as they age.

The state's Residential Assistance for Families in Transition (RAFT) program was noted as a model of a program that provides money for housing cost assistance, rent and utility arrears, rental stipends or utility bills. Colleen Kelley suggested consideration for an assistance program to help an owner who may need a month's mortgage assistance or foreclosure assistance prevention are important to serve City residents.

The Board debated the types of activity that might be supported by AHTFB funds or might be more suited to the skills of other agencies and/or community organizations. Administration costs and time commitments of a labor intensive program could create a burden on AHTFB and City staff resources, and may be better managed by a human services agency.

Alternatives which meet a similar community needs, such as setting up loan programs or programs to create or preserve existing affordable housing, that are not administered by the AHTFB or staff directly were met with positively. The Board may also play a role to fund new affordable rental production and direct funding to a project through RFP process.

Board members agreed to reach out to other communities for successful models of Trust programs and will report back to the other members at a future meeting. Norieliz DeJesus will reach out to Eliza Parad and Caroline Bird.

The Board members discussed a draft scope of services, schedule, and potential budget for assistance to the Board in developing a work plan and reviewing by-laws.

On a motion made by Colleen Kelley, seconded by Norieliz DeJesus, it was voted 5-0-0 (5–Yes–Brian Hatleberg, Robert Boulrice, Norieliz DeJesus, Colleen Kelley, Teri Weidner; 0–No; 0–Abstain) to authorize the expenditure of up to \$20,000 to retain the services of a housing consultant for assistance to the AHTFB to develop a work plan.

The Department of Planning & Development will draft a scope of services to include in a Request for Qualifications for a housing consultant. Once it is approved by the Board Chair, the Department will send it to the Purchasing Department.

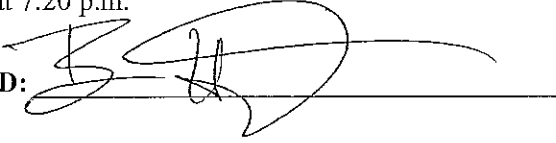
The Board discussed setting up the the next meeting date – August 22, 2017 at 6:00 p.m.

Adjournment

On a motion made by Robert Bourice, seconded by Teri Weidner, it was voted 5-0-0 (5–Yes–Robert Boulrice, Norieliz DeJesus, Brian Hatleberg, Colleen Kelley, Teri Weidner; 0–No; 0–Abstain) to adjourn.

The meeting adjourned at 7:20 p.m.

MINUTES APPROVED: _____



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