



Affordable Housing Trust Fund Board of Trustees

Date: December 9, 2021
Time: 8:30 AM — 10:00 AM
Location: Conducted via remote participation

Attendees

Trustees: Mariann Donovan (Clerk), Eric Helmuth (Select Board appointee), Karen Kelleher (Chair), Neal Mongold, Jaclyn Pacejo (Treasurer), Calpurnya Roberts, Phil Tedesco (Vice Chair)

Staff: Kelly Lynema, Jenny Raitt

Absent: Benjamin Bradlow (Town Manager designee)

DRAFT Minutes

Kelly began with an acknowledgment that the meeting is being held via remote participation.

Karen called the meeting to order at 8:30 with roll call.

1. Review and Approve Meeting Minutes of November 18, 2021

- There were no requests for corrections for the meeting minutes of 11/18/21.
- Karen made a motion for approval, seconded by Neal. Minutes were approved 7-0 by roll call vote.

2. Orientation Topic: Open Meeting Law

- Jenny provided the group an overview of the Open Meeting Law, with a particular focus on what constitutes a meeting and when the group is in deliberation. She referenced the OML guide from the MA Attorney General:
- <https://www.mass.gov/doc/open-meeting-law-guide-and-educational-materials-0/download>

3. Highlights of Draft Housing Production Plan

Karen introduced Judy Barrett of Barrett Planning group to give a high level overview of the HPP process. Judy explained that she took the slides already presented at the most recent community meeting and condensed them for her presentation us.

<https://www.arlingtonma.gov/home/showpublisheddocument/58858/637737895958430000>

- The full HPP will be presented to the Arlington Redevelopment Board on December 16th and then to the Select Board in January 2022. The target date of submission to DHCD is Early February 2022.
- Kelly asked the group to email her directly with our individual thoughts about the plan; what we like, what we'd like to see changed.

4. CPA Final Application

Jenny explained that the FY 2023 funding requested (\$250K) is currently an open application.

- Eric said the final application is due this month, before our next meeting, and suggested we consider empowering the Chair and Vice Chair to move forward with it in consultation with staff support.
- Karen asked if anyone would like to move that we authorize the submission of an application for seed funding from the CPA in an amount up to \$250K and empower the Chair and Vice Chair to work with staff on the application.
- Eric made that motion and suggested that, if there is consensus, we not cap the amount. Neal seconded the motion. There were no further questions or comments before roll call vote. Motion approved 7-0.

5. RFP: Preparation of Action Plan

- Karen proposed that we engage a consultant to assist us in creating an implementation focused Action Plan.
- Jaclyn made a motion to proceed to authorize staff, Chair and Vice Chair to proceed with issuing RFPs to engage a consultant to assist in the preparation of an implementation focused Action Plan not to exceed 20k. Seconded by Mariann.
- On roll call vote the motion passed 7-0.

Topics for Future Discussion

- Neal acknowledged the Fair Housing Action Plan as a document with a tremendous amount of helpful information.
<https://www.arlingtonma.gov/home/showpublisheddocument/57214/637641171662530000>
- Eric suggested that if we wanted to learn more about CPA there's a webinar we can all watch or we could invite members of the CPA committee to join us.
- Jaclyn suggested inviting someone from another Housing Trust Fund in the state to speak with us about what's worked in their communities.

Neal made a motion to adjourn, seconded by Mariann
Meeting adjourned at 10:17 AM

Next meeting will be January 13, 2022 at 8:30 AM