



## **Arlington Affordable Housing Trust Fund Board of Trustees**

Date: October 20, 2022  
Time: 7:00 – 8:00 PM  
Location: Conducted via remote participation

**Attendees:** Karen Kelleher, Philip Tedesco, Jaclyn Pacejo, Beth Elliott, Vicki Santiago, Jack Nagle, Eric Helmuth, Neal Mongold

**Staff:** Kelly Lynema

**Guests:** Beverly Gallo, Rebecca Gruber

### **Minutes**

#### **1. Welcome to New Trustees!**

Select Board appointed Vicki Santiago and Jack Nagle as new members of the Board on Monday, 10/24. The new Trustees introduced themselves, and were welcomed by the Trust. Karen noted the two documents included on every Trust agenda—the Group Agreements and guiding documents—which current and new Trustees can refer to regarding how the Trust’s meetings are run and the general purpose and function of the Trust.

#### **2. Overview of the Action Plan**

Karen provided an overview of additions and changes that were made to the plan based on community and stakeholder feedback. There were few major changes, as the feedback was generally positive. The comment summary document aggregates the comments collected via the feedback form, emails to the Trust, and during public and stakeholder meetings. Major changes include:

- The Executive Summary was eliminated and condensed into an appendix with a new diagram summarizing the plan. This document can stand independent of the plan as a highlight of the key strategies, actions, and five year goals.
- An appendix summarizing the proposed addition of an ad hoc advisory committee of Arlington affordable housing professionals was added. The meeting with local affordable housing professionals was incredibly valuable to the development of the plan, and the individuals named in the appendix were asked if they were willing to serve as an ad hoc advisory committee to provide advice as needed. Right now, there are 15

individuals on this list, but the Trust can add to this list as additional individual are identified. Overall, Trustees noted support for this concept.

- A paragraph about staffing was added, as this topic came up in the ARB, public, and affordable housing professional meetings. In all meetings participants noted that implementing the Action Plan will require substantial work and additional staffing support. Kelly is talking with the DPCD Director on how and whether a housing position can be created in the department.
- Document clarifications to improve readability, add graphics from previous presentations, and additional supporting data were added.

Kelly provided an overview of changes proposed by the Trustees and how they had been incorporated. Trustees supported adding an additional statement about the 1.5% General Land Area Minimum (under Chapter 40B discussion).

### **3. Vote: Ad Hoc Affordable Housing Advisory Council**

On the topic of whether to create an ad hoc Affordable Housing Advisory Council, Jaclyn made a motion to approve, and Phil seconded. The vote passed unanimously.

### **4. Vote: Final Version of Action Plan**

On the topic of whether to approve the Action Plan as modified during the meeting with administrative changes as necessary, and to submit the final plan to the Select Board, Eric made a motion to approve, and Neal seconded the motion. The vote passed unanimously.

Trustees expressed appreciation for the work of each member and staff in creating the plan, and look forward to moving into implementation of the strategies and actions should the Select Board approve the plan.

With the approval of the Action Plan, the Action Plan Working Group is disbanded.

The Trust discussed the separate summary of comments received during the public comment period. Jaclyn made a motion to approve the summary, and Neal seconded the motion. The vote passed unanimously, with an abstention from Phil Tedesco who had to leave the meeting prior to the vote.

Karen and Kelly will accept the final changes to the Action Plan and submit it to the Select Board. The Select Board will acknowledge receipt on Monday, 10/24, and the Trust will be invited to present the Action Plan during the Select Board's 11/7 meeting.

### **5. New Business**

The Zoning Board of Appeals has invited the ZBA has invited Trust to comment on the most recent Comprehensive Permit Application for 1021-1027 Mass Ave

(The Residences at Mill Brook). Kelly will share a link to the applicant's materials on the Town website for Trustees to review. Beth, Karen, and Kelly will assemble comments on the proposal and share with the Trust in advance the November 10 meeting for review.

Trustees confirmed the date and time of the next meeting as Thursday, November 10 at 7:00 pm.

Meeting adjourned at 8:10pm.

**Upcoming Trust Meetings:** November 10, December 8

**Public and Stakeholder Meetings/Events:**

- Presentation of Action Plan to Select Board: November 7, 2022 (time on agenda TBD, meeting begins at 7:15pm)

**Attachments**

- Group Agreements
- Links to Resources and Reference Materials

## **Affordable Housing Trust Group Agreements**

- **Be fully present**  
Limit distractions, show up as fully as possible to the extent that you are able. Take care of yourself as needed.
- **Use “I” statements (speak based on your own experience)**  
Speak from your own experience, where you’re coming from, rather than projecting your experience onto others. Frame your comments about how you are thinking and feeling, and avoid making assumptions about others and how they are feeling.
- **Take space, make space**  
If you’ve been speaking a lot, consider listening to others. If you often talk a lot, make sure to share information geared toward the goal of the meeting. If you have not spoken up much, consider speaking up/contributing. Every member’s input is valuable.
- **Share the lesson, not the story (although if there’s time, it’s helpful to hear the story)**  
Focus on sharing outcomes and lessons learned. If there is time, sharing the story can be helpful for context and visualize the issue/concern.
- **One microphone**  
Talking over others can be very disruptive to the flow of the conversation. If someone is talking, it is important to recognize that they have the proverbial mic and wait for them to finish before you respond or join in.
- **Joint inquiry over advocacy**  
Approach our work together as a process of inquiry together and sharing our perspectives. There is a time and a place for advocacy, but we should prioritize exploration of opportunities instead of a competing over ideas.
- **Use simple, accessible language, avoid jargon or acronyms**  
Please use simple, accessible language and avoid jargons and undefined acronyms. If you use an acronym, make sure to define it for the group.
- **Listen for understanding**  
Focus on listening and appreciating what others are trying to say, not only what you are hearing.
- **Offer what you can, don’t be afraid to ask for what you need**  
You are responsible for your actions and for ideas you share. You are also responsible for taking care of yourself in the meeting.
- **Lean into the edges**  
Some of our conversations might put us at the end of our comfort zone and trying on new ideas. Some of these conversations might be uncomfortable, and each of us might experience that during a meeting. If you’re experiencing discomfort, that’s okay. It is often a sign of growth.
- **Seek to build consensus, but accept and expect lack of closure**  
We are not always going to solve problems or come to final conclusions in a single meeting. There may be ideas, concepts, conversations that we may want to go deeper with. We hope to be able to do that in

future meetings, but it's important to acknowledge that it may not always happen in the span of a single meeting.

- **Think outside the box**

Sometimes we are used to thinking of certain structures or frameworks for our work. Dare to think outside the structures we are used to and unlock your creative energy.

- **Dare to dream**

Be bold with your ideas and dare to dream big.

- **Everyone contributes energy to this space**

We each have our own experience and mood that we contribute to our meeting space. We welcome different energy and strongly feel it will get us closer to our desired outcome.

- **Mutual respect, always**

We respect each other as individuals, and for the perspective that we each bring to our discussions.

*Adopted 11/18/2021*

### **Arlington AHTF Governing Documents and Municipal Affordable Housing Trust Fund Reference Materials**

- [Title II, Article 14 of the Town Bylaw](#) (Affordable Housing Trust Fund & Board of Trustees, ART. 8, STM 11/18/2020)
- [Municipal Affordable Housing Trust Fund Guidebook v.3](#), published by Massachusetts Housing Partnership
- [Municipal Affordable Housing Trust Fund Operations Manual](#), published by Massachusetts Housing Partnership
- [Arlington Affordable Housing Trust Fund Board Webpage](#)

### **Other Relevant Reference Materials**

- [Massachusetts Open Meeting Law Guide and Educational Materials](#), published by Attorney General Maura Healey (includes statute, regulations, and guidance)
- [Summary of the Conflict of Interest Law for Municipal Employees](#), State Ethics Commission
- [July 28 Virtual Public Forum and General Listening Session](#), presentation slides