



Arlington Affordable Housing Trust Fund Board of Trustees

Date: June 1, 2023
Time: 7:00 – 8:00 PM
Location: Conducted via remote participation

To register for this Zoom meeting, please visit: <https://town-arlington-ma-us.zoom.us/meeting/register/tZAocO6rrTMuE91nAF01gisKL3izNo58A1eI>

Agenda

1. Action Plan Implementation
 - a. Updates on 2022 Q4 Action Plan implementation Tasks
 - i. AHA and HCA Needs and Planned Projects
 - b. Plans for 2023 Q2 Action Plan Implementation Tasks
 - i. Affordable ADU Program
 - ii. Affordable Housing Inventory
 - iii. Affordable Housing Zoning Overlay
 - iv. New “intake procedure” for funding requests
2. Town staffing update
3. Vote: Contract Amendment for Bev Gallo (see attached)
4. Meeting minutes from February 23, March 30, 2023, and April 27, 2023.
5. New Business

Upcoming Trust Meetings: June 22, July 27, August 24, September 28, October 26, November 23, December 28

Attachments

- Contract Amendment for Bev Gallo
- Action Plan Summary Diagram
- Group Agreements
- Links to Resources and Reference Materials

Amended Scope to contract: Peregrine Urban Initiative, LLC, Affordable Housing Trust Action Plan (#22-35).

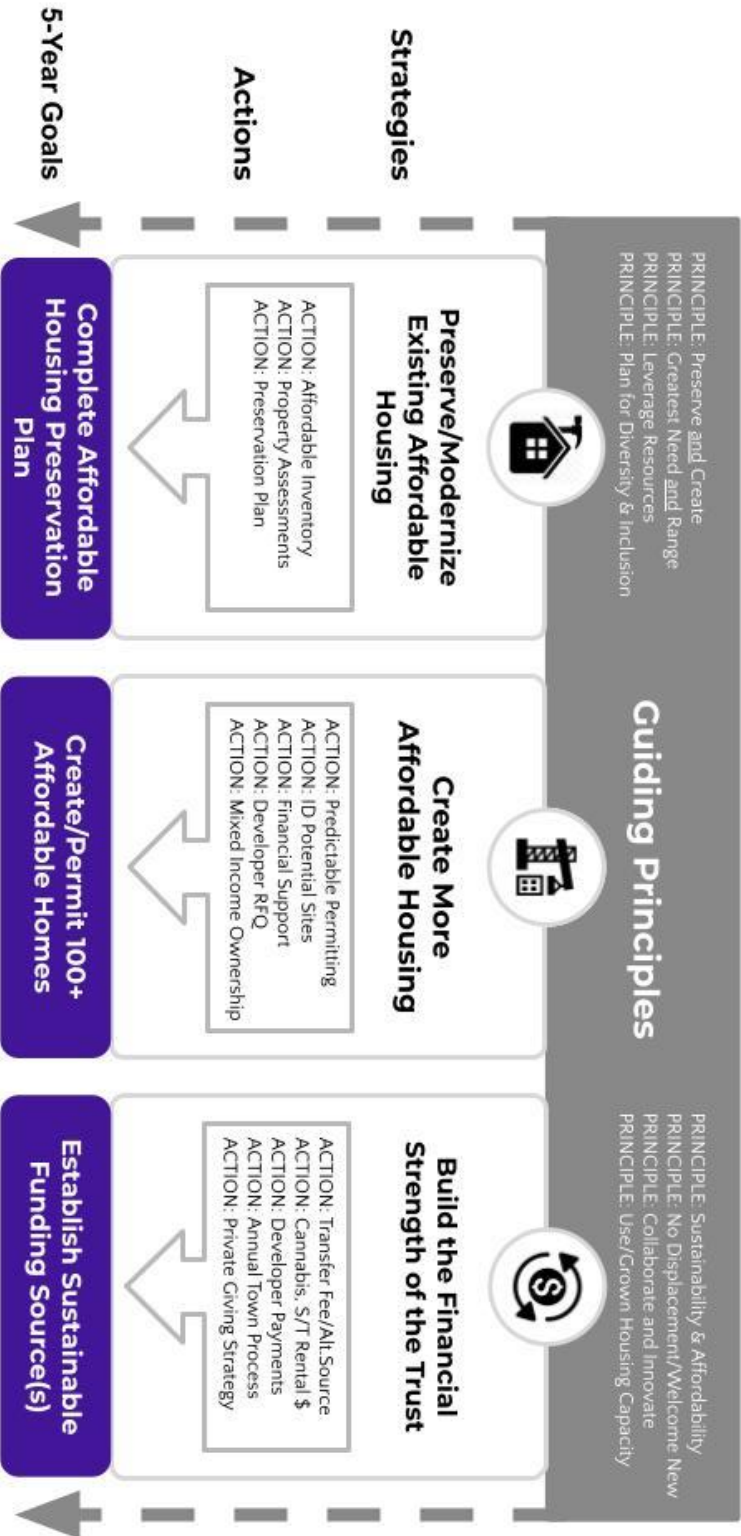
The following is a proposal for addition contract scope related to the pursuit of affordable housing developments proposed to the Arlington Housing Trust:

On-going Financial/Development Advisory:

- Subsequent to the scope of the original contract dated July 6, 2022, the Advisor will leverage experience in the financing, development and operations of housing and mixed-use properties to provide guidance that will inform discussions and strategy direction.
- Similarly, the Advisor will draw upon current knowledge on subsidy resources and other financial mechanisms to underwrite affordable housing.
- Identify and evaluate potential opportunities for development:
 - A. Building on the list of potential sites outlined in the Housing Production Plan, continue to consider potential properties in the Town and list by initial properties to pursue/further consider. Look at opportunities for existing building conversions, scattered site and larger rental properties along Mass. Ave.
 - B. Consider how other communities have addressed using ADU programs like Boston. Prepare and manage proforma development budgets and estimate required Trust funds that will likely be needed to support the create of affordable alternative housing.
 - C. Consider circulating a RFQ for interested developer partners.
 - D. Continue to work with HCA as the "local-lead developer".
 - F. Homeownership: While very little funding is available for affordable homeownership, the tenure type should be included for consideration. Consider options for pursuing affordable HO: 40B, inclusionary zoning opportunities, etc.

Beverly Gallo (Peregrine Urban Initiative) will serve as the Principal Advisor to manage the scope of services above, with a not-to-exceed amount of \$6,125 (35 hours at \$175/hour).

5-Year Action Plan (2022-2025) Overview



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

- [Arlington Affordable Housing Trust Five Year Action Plan 2022-2027](#)
- [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 Webpageww](#)

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