



Arlington Affordable Housing Trust Fund Board of Trustees

Date: March 28, 2024
Time: 7:00 – 8:00 PM
Location: Conducted via remote participation

Attendees: Karen Kelleher, Jaclyn Pacejo, Neal Mongold, Eric Helmuth, Jack Nagle, Beth Elliott, Sarah Suarez

Guests: Laura Wiener, Affordable Housing Advisory member

DRAFT Minutes

1. Election of Officers

Karen nominated the following candidates:

- Phil Tedesco as Vice Chair
- Jaclyn Pacejo as Treasurer
- Beth Elliott as Secretary

Eric seconded. Based on an affirmative vote of all voting members present, the election of the officers was approved.

Neal nominated Karen Kelleher as Chair.

Eric seconded. Based on an affirmative vote of all voting members present, the election of Karen as Chair was approved.

2. Action Plan Implementation

Karen then reviewed progress towards implementing the Action Plan.

Goal: Preserve/Modernize Existing Affordable Housing

Karen described how the HCA and AHA Property Assessments are progressing, as follows:

- HCA is moving forward with its capital assessment. HCA has engaged a consultant and is receiving help for their property manager, Peabody Properties, related to maintenance records. Erica Schwarz was able to get donated services from New Ecology Inc., to conduct a full energy audit on HCA's buildings. Things are progressing as planned and all 150 of HCA's units will be evaluated.
- AHA has completed a feasibility study about weatherization and heat pump needs. AHA is also receiving Technical Assistance from Mass. Housing Partnership on its inventory list.
- Sarah will work with HCA and AHA to determine capacity for next capital needs projects.

Goal: Create More Affordable Housing

Sarah then presented an update from Town on Affordable Housing Units, as follows:

- The total number of approved affordable housing units to date is approx. 1,500, versus what is built or under construction (approx. 1,300). The majority of units approved but not under construction are within the Thorndike project which has submitted a Notice of Intent to the Arlington Conservation Commission.
- AHA is in the process of creating new DDS units at its Chestnut Manor property. They have requested CPA funds for this project and are working with Town staff now to determine feasibility. They anticipate the project to be completed in 2025
- The HCA is nearing completion with its accessory ADU at 40-42 Dorothy Rd. The ADU is being constructed off site and will be delivered to the property on April 12.
- AHT funds need to be distributed and new AHT counsel will work on drafting loan documents.
- Kim Martin-Epstein, Esq. is officially on board and will be representing the AHT in matters related to the Trust.
- HCA has submitted its OneStop application for the 10 Sunnyside Ave project.

Proposed Acquisition/Conversion Program

On behalf of the Trustees, Karen expressed thanks to Laura Wiener for stepping up to draft the RFP for a proposed program for the Conversion/Creation of new Affordable Units.

Key components of the program:

- modeled after the Boston Acquisition Program,
- designed for existing owners who want to add an affordable housing unit (e.g. an ADU) or convert an existing unit(s) into an affordable unit (e.g. units in a two-family or multi-family building),
- also intended to incentivize developers who purchase multi-family buildings to add affordable units beyond what is required,
- should include a quick approval process, and
- tentatively offering up to \$150k per unit.

Eric Helmuth sent a draft to Town Manager Feeney and Deputy Town Manager McGee for review and comments. He reported that the most significant concerns are as follows:

- A legal determination is needed to confirm if allocating ARPA funds from the Town to the Trust qualifies as an acceptable allocation per ARPA requirements, or if ARPA funds need to be allocated to specific projects by Dec. 2024; and
- Town Manager needs to have a high level of confidence that remaining ARPA funds committed to the Trust will in fact be allocated by the Dec. 2024 deadline

There were additional comments/questions from Trustees and Ms. Weiner:

- Laura questioned whether the goals of the Boston Acquisition Program were the same as AHT? She can revise accordingly.
- Eric questioned whether a 30 year deed-restriction is equivalent to the somewhat limited subsidy amount offered by AHT.
- Sarah provided an update on discussions between tenants at 840-846 Mass Ave and the property management company, Torrington. Torrington is open to discussing the possibility of converting several units to affordable units, but

would need to understand the program restrictions, financial incentives and requirements for compliance with ARPA and this program before committing to applying.

- Karen explained that a LIHTC program is not possible, but project-based vouchers may make more sense at that property.
- Jack asked about the number of vouchers needed. He will need to reach out to EOHLC and AHA to determine options.
- Beth asked that additional questions about tax implications of grant awards be confirmed by Kim Martin-Epstein.
- Neal asked if this program could be used to create accessible units in an existing building? Karen believes it should but will confirm with Kim Martin-Epstein.

Karen: Motion to approve moving forward on the design of the Arlington Acquisition/ Conversion Program to finalize details without further authorization from the Trustees.. Jack seconded the motion. Based on an affirmative vote of all voting members present, the election of the officers was approved.

The meeting was adjourned at approximately 8:10 P.M.

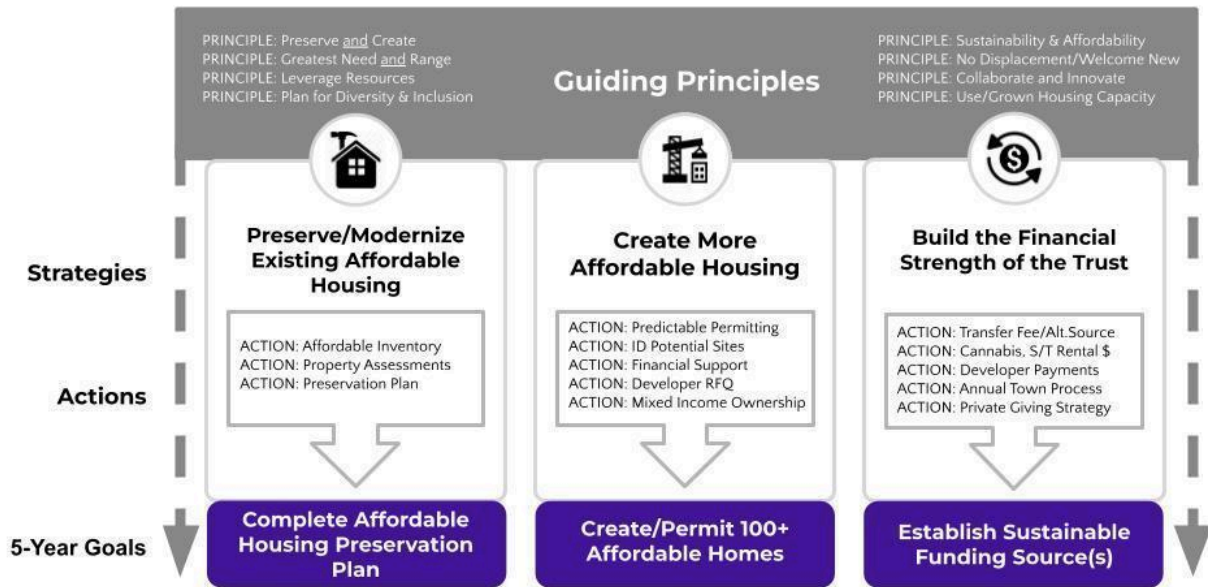
Upcoming Trust Meetings:

April 25, May 23, June 27, July 25, Aug. 22, Sept. 26, Oct. 24, Nov. 21, Dec.19

Attachments

- Standard Attachments
 - Action Plan Summary Diagram
 - Group Agreements
 - Links to Resources and Reference Materials

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

Links to Resources and Reference Materials

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