

RECEIVED

By City Clerks Office at 9:45 am, Dec 31, 2025

**MELROSE AFFORDABLE HOUSING TRUST FUND BOARD
OF TRUSTEES MEETING MINUTES**

Regular Meeting

Monday, November 10, 2025

6:30 PM

Cassidy Conference Room, 562 Main Street, Melrose

PRESENT: Amy Tierney, Joe Viola, James Oosterman & Helena Widtfeldt, Lori Massa, Director & City Planner (Mayor Grigoraitis designee)

ABSENT: Mayor Grigoraitis

The meeting was called to order at 6:34 PM by Chair Amy Tierney.

APPROVAL OF MINUTES

Board of Trustees Regular Meeting, October 6, 2025

Mr. Oosterman made a motion to approve the meeting minutes. Mr. Viola seconded the motion. All voted in favor. None were opposed.

UPDATE ON APPLICATION FOR REQUEST OF TRUST FUNDS

Lori Massa, City Planner, informed the Board that the grant agreement and deed restriction for the 87 West Wyoming Avenue project would be finalized by the end of the week. The City would begin processing the payment to the Melrose Affordable Housing Corporation so they could repay the bridge loan they received from the North Suburban Consortium.

REVIEW OF DRAFT GUIDELINES

Board Members reviewed and discussed the draft guidelines. Planning Staff proposed shifting the paragraph discussing Funding from the Roles and Responsibilities section to the Administrative Structure section, which Members supported. Planning Staff also proposed adding a section under Roles and Responsibilities that discusses the role of Goal Leaders. The Board agreed that the suggested goal leader language should be included in the implementation plan rather than in the guidelines.

REVIEW OF DRAFT IMPLEMENTATION PLAN

Planning Staff presented a revised implementation plan that included possible tasks for accomplishing each strategy. The plan was restructured into a table format with columns for the Goal Leaders to consider the potential timeframe and resources needed for each task. Board Members supported the revisions and agreed that introductory language would be helpful for readers. Members discussed which goals they would be interested in leading, and Goal Leaders were established.

The next Board of Trustees meeting is scheduled for December 8, 2025, at 6:30pm.

The meeting adjourned at 7:31pm.