

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

Regular Meeting

Monday, December 8, 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, November 10, 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 \$140,000 of Trust funds for the 87 west Wyoming Avenue project was dispersed and received by the Melrose Affordable Housing Corporation, and all agreements have been signed and recorded.

REVIEW OF TRUST GUIDELINES, APPLICATION & IMPLEMENTATION PLAN

Board Members reviewed and discussed the final drafts of the Trust's guidelines, application, and implementation plan. and did not have any further edits.

Mr. Oosterman made a motion to approve the Trust Guidelines and Application. Mr. Viola seconded the motion. All voted in favor. None were opposed.

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

IMPLEMENTATION OF EDUCATION & OUTREACH GOAL

The Board discussed the importance of conducting community outreach around housing affordability challenges in Melrose and highlighting the goals and purpose of the Board. The Goal Leader and Ms. Tierney, Chair, will begin to draft materials to present to the larger community.

FINANCIAL UPDATE

Ms. Massa informed the Board that after the allocation of \$140,000 to the 87 West Wyoming Avenue project, the Trust has \$519,901.28 of available funds.

The next Board of Trustees meeting is scheduled for January 12, 2025 at 6:30pm.

The meeting adjourned at 7:38pm.