

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

Friday, June 13, 2025

10:45 AM

Remote via Zoom

PRESENT: Amy Tierney & Joe Viola

ABSENT: None

STAFF PRESENT: Lori Massa, Director & City Planner and Maya Noviski, Senior Planner

Pursuant to Chapter 2 of the Acts of 2025, this meeting was conducted via remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting were found on the City of Melrose's website, at www.cityofmelrose.org/remote-meetings. No in-person attendance of members of the public was permitted, but every effort was made to ensure that the public could adequately access the proceedings in real time.

The meeting was called to order at 10:51 AM by Chair Amy Tierney.

MASSACHUSETTS HOUSING PARTNERSHIP (MHP) TECHNICAL ASSISTANCE

Shelly Goehring, Senior Program Manager, MHP, reviewed a draft outline for the Trust's guidelines, which includes three main sections, Introduction, Policies, and Procedures, several subsections. Members discussed shifting the goals and strategies subsection so it is earlier in the document but ultimately agreed that the proposed organization is logical. Members also discussed including language in the guidelines around how funds are dispersed and the terms of the funding agreements with contingencies if projects are not ultimately completed. Ms. Goehring explained that some Trusts release funds on a schedule rather than all at once. Additionally, the funding can be structured as a grant or a loan, which may be forgiven after a certain length of time. She also noted that the Trust should consider whether they will require the units funded to stay affordable in perpetuity or for the length of a loan.

Ms. Goehring noted that the units funded by the Trust should be monitored to ensure compliance with the Trust's interests and the reporting requirements should be outlined in the guidelines.

Members also reviewed a draft application form and discussed what activities the Trust would find eligible for the use of funds. The Subcommittee agreed that the draft application will be presented to the full Board at their next meeting for feedback.

The next Board of Trustees meeting is scheduled for June 16, 2025, at 6:30pm.

The meeting adjourned at 11:47am.