

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

Regular Meeting

Monday, June 16, 2025

6:30 PM

Cassidy Conference Room, 562 Main Street, Melrose

PRESENT: Mayor Jennifer Grigoraitis, Amy Tierney, James Oosterman, Joe Viola & Helena Widtfeldt

ABSENT: None

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

The meeting was called to order at 6:32 PM by Chair Amy Tierney.

APPROVAL OF MINUTES

Board of Trustees Regular Meeting, May 12, 2025

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

Board of Trustees Subcommittee Meeting, May 23, 2025

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

Board of Trustees Subcommittee Meeting, June 13, 2025

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

MASSACHUSETTS HOUSING PARTNERSHIP (MHP) TECHNICAL ASSISTANCE

The Board reviewed a draft application form for projects requesting Trust funds and recommended several revisions for clarity and concision. The Board also discussed different activities for which applicants could request funding including acquisition, rehabilitation, development and new construction. Members discussed whether the Trust should fund predevelopment activities and Shelly Goehring, Senior Program Manager, MHP, explained that while supporting predevelopment costs can be very helpful, there is no guarantee that projects will be developed. She suggested that since the Board has limited financial resources, Members should consider whether predevelopment costs should be prioritized. Ms. Goehring also commented that some Trusts issue a Notice of Funding Availability (NOFA) to attract potential projects that align with the mission and goals of the Trust. The Board supported the Subcommittee of the Affordable Housing Trust Fund Board of Trustees developing selection criteria to assist with evaluating applications and dispersing of Trust funds. The updated

application and draft selection criteria will be reviewed at the next Board meeting.

The Board reviewed a draft outline for the Trust's guidelines. The guidelines are divided into three main sections, Introduction, Policies, and Procedures, and several subsections. The Board found that the proposed organization of the document is logical; the Subcommittee will continue to develop the guidelines for approval by the full Board.

The next Board of Trustees meeting is scheduled for July 14, 2025, at 6:30pm.

The meeting adjourned at 7:40pm