

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

Friday, June 27, 2025

11:00 AM

Remote via Zoom

PRESENT: Amy Tierney & Joe Viola

ABSENT: None

STAFF PRESENT: 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 11:05 AM by Chair Amy Tierney.

MASSACHUSETTS HOUSING PARTNERSHIP (MHP) TECHNICAL ASSISTANCE

The Subcommittee reviewed a draft of the selection criteria for the Board to use in its review of applications to the Trust. Members discussed the criteria's level of detail and Shelly Goehring, Senior Program Manager, MHP, explained that it should be simple and easy to use.

Members reviewed the City of Lynn's selection criteria. Ms. Goehring noted that Lynn included language under the Development Team Capacity category of their rubric that enables small scale or inexperienced developers to qualify for funds if they partner with a more experienced developer to advance equity and inclusion. She also explained that units developed with the help of Trust funds in Lynn are subject to a 30 year affordability restriction. This is designed to allow owners of affordable homeownership units the opportunity to gain wealth after a period of time has elapsed. However, Ms. Goehring noted that since the Melrose Trust has limited resources and sources of revenue, the Trust may want to consider prioritizing projects with rental units and imposing a perpetual affordability restriction.

Members discussed whether the Trust should require applicants to conduct community engagement prior to applying and agreed that it was not necessary. Members noted that larger projects will likely go through a public hearing with the Planning or Zoning Board where the public will be notified of the proposal and will have the opportunity to comment at that point; smaller rehabilitation projects will likely not impact or create any noticeable changes to the surrounding neighborhood. However, the guidelines could stipulate that the Board reserves the right to request that an applicant gather public input.

Members also discussed whether points should be assigned to the selection criteria. Ms. Goehring noted that points provide a benchmark that can be helpful for developers to understand how the Board will be assessing an application. She also noted that a point system is more transparent.

Members reviewed a revised draft of the application form that was updated based on the feedback received at the last Board meeting. Mr. Viola suggested that applicants be required to provide a proforma with their submission.

Ms. Goehring suggested that the Subcommittee review the selection criteria to ensure that it aligns with the application form and consider combining some of the categories so that the document is more concise.

The next Subcommittee of the Board of Trustees meeting is scheduled for July 11, 2025, at 11:00am.

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

The meeting adjourned at 12:00 PM.