

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

Wednesday, August 6, 2025

12:00 PM

Remote via Zoom

PRESENT: Amy Tierney & Joe Viola

ABSENT: None

STAFF PRESENT: Lori Massa, City 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 12:00 PM by Chair Amy Tierney.

Review of Trust's Draft Guidelines

Shelly Goehring, Senior Program Manager, MHP, reviewed the draft guidelines that she is helping to create with the Trust is to document their policies and procedures for their work and use of trust funds. The Subcommittee discussed and made changes to:

- include that the Mayor can have a designee as is allowed in the City Charter,
- clarify the City Treasurer's role in providing accounting activities to the Board,
- specify the currently funding sources for the Trust,
- allow for funding for acquisition with a primary intention that this funding is for non-profits and emerging affordable housing developers but not limiting it to just those applicants, and,
- allow for an increase in the fixed amount per project for predevelopment funding.

The Subcommittee reviewed the guidelines through Part II, Policies, b. Eligible Activities.

The Subcommittee will meet again before bringing the draft guidelines to the full Board at the regular meeting in September for review.

The next Board of Trustees meeting is scheduled for August 11, 2025, at 6:30pm.

The meeting adjourned at 1:00 PM.