

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

Regular Meeting

Monday, August 11, 2025

6:30 PM

Cassidy Conference Room, 562 Main Street, Melrose

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

ABSENT: Mayor Jennifer Grigoraitis

STAFF PRESENT: Lori Massa, Director & City Planner

The meeting was called to order at 6:27 PM by Chair Amy Tierney.

APPROVAL OF MINUTES

Board of Trustees Regular Meeting, July 14, 2025

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

APPLICATION FOR REQUEST OF TRUST FUNDS

Ms. Tierney welcomed Dana LeWinter, Chair of the Melrose Affordable Housing Corporation (MAHC), who provided an overview of the organization's application to the Affordable Housing Trust Fund. The request involves \$140,000 of Trust funds to repay a bridge loan granted by the North Suburban Consortium (NSC) for the acquisition and provision of three deed restricted units.

The Board discussed the application, the length of the deed restriction and the number of units included in the deed restriction.

Based on the Trust's evaluation criteria, the Board agreed that the project aligns with the goals and objectives of the Trust. Mr. Viola made a motion to approve the Melrose Affordable Housing Corporation's request for \$140,000 from the Affordable Housing Trust Fund subject to the following conditions and final approval by the City Solicitor and MAHC's Counsel:

1. The project consists of three rental units which will be set aside for tenants earning up to 80% of the area median income (AMI).
2. The project units will carry a minimum of a 45- year and 2 months affordable housing deed restriction and preferably an affordable housing deed restriction in perpetuity for all units as permitted by law and by the existing first and second mortgage holders.
3. If the affordable housing deed restriction does not survive due to foreclosure or any another unforeseen event, the Owner shall repay the principal of the grant to the

- Melrose Affordable Housing Trust.
4. The units will comply with the regulations for the state's Subsidized Housing Inventory (SHI) and be counted on the SHI.
 5. Preference will be given to the following tenant group(s): individuals, families, seniors, homeless/at risk of homelessness.

Mr. Oosterman seconded the motion. All voted in favor. None were opposed.

The next Board of Trustees meeting is scheduled for September 8, 2025, at 6:30pm.

The meeting adjourned at 7:35pm.