

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

Tuesday, August 26, 2025

1:00 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 1:00 PM by Chair Amy Tierney.

Review of Trust's Draft Guidelines

Shelly Goehring, Senior Program Manager, MHP, continued the review of the draft guidelines that she is helping the Trust create to document their policies and procedures for their work and use of trust funds. The Subcommittee reviewed Part II, Policies, b. Eligible Activities through the end of the document and discussed/made changes to:

- Add that the eligible activities are not fixed. They will change overtime as the fund amount and the capacity of the Board increases to accomplish the various goals of the trust.
- The 2025 income limit table should remain in the document to facilitate the understanding of income qualifications and a link will be added to find the information for future years if the Board of Trustees does not update the Guidelines every year.
- The preliminary application will be recommended but not required. Staff will be available to help applicants and the preliminary application will be available as a way for an applicant to get direct feedback from the Board if needed.
- The Award Letter was left in as a step in the process for the Applicant to have a document to reference before the legal documents are complete.
- The awardees required updates to the OPCD staff was set to occur annually.
- The 'Application guidelines and requirements' heading was changed to 'Application process'.
- The guidelines will state that the application material requirements are listed on the application form.
- The selection criteria will state that 50 points and points in each category are required to be eligible for funding.

The Subcommittee will bring the updated draft guidelines to the full Board at the regular meeting in September for review.

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

The meeting adjourned at 2:00 PM.