

**Bedford Municipal Affordable Housing Trust  
Remote Participation Meeting via Zoom  
Minutes  
February 2, 2023**

**PRESENT:** Shawn Hanegan, Alice Sun, Christina Wilgren (Chair), Sarah Stanton, Ed Pierce

**ABSENT:** None

**ALSO PRESENT:** Jeffrey King, Staff; Jacinda Barbehenn, Planning Board liaison

Ms. Wilgren opened the meeting at 12:10 PM via remote participation conference call.

A roll call occurred for committee members to announce that they were present. Mr. Hanegan-yes, Mr. Pierce- yes, Ms. Sun- yes, Ms. Stanton- yes and Ms. Wilgren- yes.

**Meeting Minutes**

Town staff to the Board, Mr. King, volunteered to take the minutes for this meeting.

The meeting minutes of November 29, 2022, and December 6, 2022, were presented. Ms. Stanton moved to approve both sets of minutes as presented. Mr. Hanegan seconded. Members were polled individually: Mr. Hanegan-yes, Mr. Pierce-yes, Ms. Sun- yes, Ms. Stanton- yes and Ms. Wilgren- yes. The motion passed unanimously.

**Approval of FY 24 HOME Annual Action Plan to continue TBRA-Initial Rental Assistance Program Funding.**

Ms. Rust presented the HOME Annual Action Plan. Bedford is part of the West Metro Home Consortium. Each year, Bedford receives an annual allocation of federal HOME funds. For FY 24, Bedford will receive \$17,040 to continue the TBRA program using the funds for Initial Rental Assistance (IRA). HOME funds are a little harder to spend due to federal requirements. The IRA covers first month rent and the security deposit. The town completes 3-4 projects a year. Many are Section 8 holders as the Section 8 program does not cover the security deposit. Unspent funds are rolled over to the next year. After 2 years any unspent funds are returned to the HOME program.

Ms. Stanton made a motion to approve the FY24 HOME Annual Action Plan and to continue the Initial Rental Assistance Program. Mr. Hanegan seconded. Members were polled individually: Mr. Hanegan-yes, Mr. Pierce-yes, Ms. Sun- yes, Ms. Stanton- yes and Ms. Wilgren- yes. The motion passed unanimously.

**Determine renovation and disposition process for 23 Winterberry Way.**

Ms. Stanton asked that MAHT funds be utilized to pay legal expenses associated with the purchase and sale of 23 Winterberry Way. The Town incurred \$15,000 in legal expenses for the package of negotiation of the purchase and sale documents, follow up with the homeowner and review of disposition documents. The request is made for authorization from the MAHT to compensate the law firm for the \$15,000 associated with the project. Ms. Wilgren stated that the MAHT had previously authorized the Town Manager to proceed with the purchase and sale and removal of contents from the home.

Ms. Stanton made a motion to authorize the MAHT in the amount of \$15,000 to cover legal expenses in relation to the acquisition and disposition of 23 Winterberry Way. Mr. Hanegan seconded. Members were polled individually: Mr. Hanegan-yes, Mr. Pierce-yes, Ms. Sun- yes, Ms. Stanton- yes and Ms. Wilgren- yes. The motion passed unanimously.

Ms. Rust introduced discussion of next steps on the disposition of 23 Winterberry Way. First with the house cleaned out of contents there is an opportunity to take another walkthrough to make a better assessment of the condition property, particularly the garage and any existence of mold. Ms. Stanton added that the home had also been winterized. Mr. King will coordinate a common date for Trust members to take a walkthrough.

Ms. Rust said there were two paths forward: 1) the Town does the renovation itself and sells the property via lottery, or 2) prepare an RFP to sell the property as is to someone like Habitat who would bid on it, do the renovation and sell the property under Habitat's program as affordable in perpetuity. Ms. Rust and her team has started the technical parts of the RFP. She added that Habitat is very interested in the project. Ms. Stanton has also been in touch with Habitat and that they have a great program and have done successful projects in Bedford in the past. Ms. Rust said that RHSO can help with the state DHCD affordability requirements.

Ms. Rust then presented some of the key points of the technical part of the RFP. The first section listed out some of the repairs and renovations needed. The applicant will prepare a full scope of the renovations and they will need to get approval from MAHT. The RFP separates out the required and desired renovations. There are going to be some choices for the Trust to make such as whether to upgrade the bath, re-do windows or some other work. There may be interest in on-going improvements to reduce utility costs. There is also a section of possible financial assistance from the Trust. There will need to be discussion on whether the Trust would provide any additional financial assistance depending on what the RFP applicant is offering. There is also a section on the lottery and if the Trust would donate services to manage the lottery process. DHCD will set the maximum price and require perpetual affordability deed restriction. The RFP would require sale of the property to a family earning 80% or less of the Area Median Income (AMI). For example, Habitat for Humanity often sells to a family at 60% AMI but the regulatory agreement allows up to 80% of AMI. Ms. Rust cautioned the difficulty in selling to someone of too low an income as they need the financial resources to pay for the mortgage, utilities and maintenance. As for energy efficiency, an organization like Habitat would work as your partner

on a green package on what is feasible. Ms. Sun mentioned the Mass Save program as a service that may help with energy conservation. RHSO will add some options on green items in the RFP. Ms. Sun was also concerned that 60% AMI might be too low to keep up maintenance of the property. She added that situations like damage and deterioration to the current property be avoided. It was also mentioned that this will be a first-time homebuyer sale except for certain over age 55 situations.

Ms. Stanton made a motion to proceed with issuance of an RFP for the disposition of property at 23 Winterberry Way. Mr. Hanegan seconded. Members were polled individually: Mr. Hanegan-yes, Mr. Pierce-yes, Ms. Sun- yes, Ms. Stanton- yes and Ms. Wilgren- yes. The motion passed unanimously. Ms. Stanton said that she and Mr. King would be glad to work with RHSO to finalize the RFP.

### **Authorization of Town Designee to sign Bedford Rental Relief Program Participation Agreement.**

Mr. King explained that the Rental Relief Program is now active and taking applications. The program requires that the landlord, applicant and the Town all sign a Participation Agreement. In order to improve efficiency and flexibility, Mr. King asked the Trust to authorize both Ms. Stanton and Mr. King to sign the Participation Agreement on behalf of the Trust.

Mr. Hanegan made a motion to authorize both Mr. King and Ms. Stanton to be signatories to the Participation Agreement on behalf of the Trust. Mr. Pierce seconded. Members were polled individually: Mr. Hanegan-yes, Mr. Pierce-yes, Ms. Sun- yes, Ms. Stanton- yes and Ms. Wilgren-yes. The motion passed unanimously.

Ms. Wilgren asked if the MHAT reviews the BRRP application or that is done by the RHSO and Town staff. Ms. Rust answered that it is the latter. Ms. Wilgren asked if the Town could partner with the Habitat for Humanity and the two area technical schools to offer undertake the repairs under the Small Grant Homeowner Repair Program. Ms. Rust said that it would be a local repair program. For example, Habitat for Humanity has a critical repair program that we could inquire about. Ms. Stanton said that the Town has partnered with both the Minuteman Tach and Shawsheen Tech and added that she could reach out to both schools to see if there was interest in them participating. Ms. Rust said it is important that there needs to be oversight if the students were to offer their repair services.

Ms. Barbehenn asked a general question if the MAHT had ever discussed writing down homeownership units for the Carlisle Road LIP project in order to increase affordability. The answer was no as there was never any proposal or even framework to consider.

### **Adjourn**

Ms. Stanton made a motion to adjourn. Ms. Sun seconded. Members were polled individually: Mr. Hanegan-yes, Mr. Pierce-yes, Ms. Sun- yes, Ms. Stanton- yes, and Ms. Wilgren- yes. The motion passed 5-0. The meeting was adjourned at 12:52 pm.