

**Bedford Municipal Affordable Housing Trust
Remote Participation Meeting via Zoom
July 19, 2023**

PRESENT: Shawn Hanegan, Colleen Doyle, Shawn Hanegan, Christina Wilgren (Chair), Paul Mortenson

ALSO PRESENT: Jeffrey King, staff; Liz Rust, (RHSO)

Ms. Wilgren opened the meeting at 6:35 PM via remote participation conference call.

A roll call occurred for committee members to announce that they were present. Mr. Hanegan-yes, Mr. Mortenson-yes, Ms. Doyle- 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 June 1, 2023, were reviewed. Mr. Mortenson moved to accept. Ms. Doyle seconded. Members were polled individually: Mr. Hanegan- yes, Mr. Mortenson- yes, Ms. Doyle- yes. Ms. Wilgren-yes. The motion passed 4-0.

Review of 23 Winterberry Way proposal received from Habitat for Humanity. Decision on RFP award and \$25,000 funding request; Authority to negotiate and next steps.

Mr. King stated that members of the Trust asked staff to set up a meeting with Habitat for Humanity to discuss responses to the RFP, the process, timeline, funding and next steps. A meeting was held on June 23 that included the Executive Director of Habitat for Humanity of Greater Lowell, some members for the Trust and Housing Partnership, Jeff King, Liz Rust of RHSO and Town counsel. The budget and funding were reviewed including the \$25,000 of additional work that the Trust had sought, the volunteer process, which was extensive, how the affordability provisions are handled, the timeline, and the potential resale cost.

It was a helpful meeting and questions were well answered. Habitat explained that it would be a one-year process. Habitat will provide on-going financial education with the new owners, work with RHSO on the lottery selection process and look to make the property solar ready. Ms. Rust said from past experience, Habitat for Humanity is a great partner for this project and is ready to go.

Mr. King that this evening's meeting will take the first step to approve and award the affordable development of 23 Winterberry Way to Habitat for Humanity of Greater Lowell, accepting the \$25,000 request for additional work and authorize staff to negotiate with Habitat -namely the Land Disposition Agreement (LDA) and the Purchase and Sale Agreement (P&S).

The RFP states: once awarded, the responder will have two months reasonable time to evaluate the property, after which a Purchase and Sale will be executed. It is anticipated that the Trust will convey the property for a nominal amount.

The Trust will execute a Purchase and Sale Agreement with the developer with the following contingencies prior to conveyance:

- a. LIP Application Buyer selection process approved by DHCD
- b. Scope of repairs in accordance with Section 6 above.
- c. Project budget and schedule approved by the Trust.
- d. Project funding in place.

Staff will come back to the Trust with a completed draft of the P&S, LDA and budget for discussion and eventual approval.

A motion was placed to award the affordable housing development of 23 Winterberry Way to Habitat for Humanity of Greater Lowell. Mr. Mortenson made the motion. It was seconded by Mr. Hanegan. A roll call vote was taken. Mr. Hanegan-yes; Mr. Mortenson-yes; Ms. Doyle-yes; Ms. Wilgren-yes. The motion passed 4-0.

A second motion was made to approve \$25,000 funding request for additional work as outlined in Section 6, Item 2 in the RFP that was for evaluation of energy efficiency of windows and potential replacement, replacement of current heating system with more efficient central heat, new air conditioning, potential fossil-free system, assessment by MassSave for potential rebates, and upgrade of modest 1.5 bathrooms particularly for water and energy savings.

Mr. Hanegan made the motion. Mr. Mortenson seconded. A roll call vote was taken. Mr. Hanegan-yes; Mr. Mortenson-yes; Ms. Doyle-yes; Ms. Wilgren-yes. The motion passed 4-0.

A third motion was made to authorize staff, through the Town Managers office, to negotiate the final budget, LDA and P & S Agreement with Habitat for Agreement of Greater Lowell.

Mr. Mortenson made the motion. Mr. Hanegan seconded. A roll call vote was taken. Mr. Hanegan-yes; Mr. Mortenson-yes; Ms. Doyle-yes; Ms. Wilgren-yes. The motion passed 4-0.

Mr. King said the he received an email from Habitat. They said that they were excited about the project and ready to go. Ms. Wilgren said she was pleased that there would be a number of volunteer opportunities. Mr. King said the next Trust meeting would be set once draft documents are ready to present. Responding to a request at the last meeting, Mr. King stated that the current available funds in the Trust account is \$737, 136.

Mr. Hanegan moved to adjourn. Ms. Mortenson seconded. Members were polled individually: Mr. Hanegan -yes, Mr. Mortenson-yes Ms. Doyle- yes, and Ms. Wilgren- yes. The motion passed 4-0. The meeting was adjourned at 7:02 pm.