



# Town of Ashland

M A S S A C H U S E T T S

**Affordable Housing Trust Fund**  
**101 Main Street**  
**Ashland, MA 01721**

## **MINUTES**

**Revised 7/8/20**

April 29, 2020

Zoom Virtual Meeting called to order at 4:05 pm by Steve.

In attendance: Steve Greenberg, Debra Griffin, David Rosenblum, Dan Shea

Guests: Beth Reynolds

We continued to discuss providing rental and mortgage assistance. Steve and David talked about CHAPA/MHP meeting. Assistance can be for rent and mortgage payments only for units with affordable deed riders. Money can come from the Trust and from town Community Preservation Act funds. We are aware of the City of Newton planning housing assistance and that the Ashland town manager is looking into this. Qualifying applicants was discussed. Beth mentioned determining need and avoiding double dipping for rental/mortgage assistance. Having a paid administrator for the assistance program was discussed including a draft RFP for these services. We discussed and modified the motion to develop an assistance program (attached). Motion to approve made by David, seconded by Debra, passed 4-0.

Motion to approve minutes of 4/13/20 made by Debra, seconded by Dan, passed 4-0. Motion to approve minutes of 9/19/19 made by Dan, seconded by Debra, passed 4-0.

We discussed how to respond to town resident emails. We discussed draft letter to town resident, Julie Nardone. Letter drafted by Steve with additions/edits from Debra. We agreed that the letter should be emailed by Steve.

We discussed the Corner Spot contract and the trustees' potential liability. Beth Reynolds showed us the contract and explained that there was an indemnification clause in the contract with the town indemnifying the Affordable Housing Trust

trustees.

Steve reported on refinancing of affordable home on John Hancock Drive. The Trust and town provided necessary documents to the homeowner. Refinancing involves repayment of loan from the Trust to the homeowners. It is up to the homeowner now to go forward.

Next meeting set for May 14, 2020 at 4:00 pm. Meeting after that to be at same time on May 28, 2020. Primary agenda item will be discussing rental assistance.

Motion to adjourn at 5:59 pm by David, seconded by Dan, passed 4-0.

Documents discussed:

Draft RFP for Administrator of Emergency Assistance  
Corner Spot contract

Motion:

**THE ASHLAND AFFORDABLE HOUSING TRUST TO DEVELOP AN EMERGENCY ASSISTANCE PROGRAM THAT AUTHORIZES UP TO \$250,000 TO PRESERVE AND SUPPORT HOUSING FOR ASHLAND RENTERS AND AFFORDABLE DEED RESTRICTED HOMEOWNERS ACCORDING TO THE QUALIFICATION GUIDELINES OF THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT.**

**THE AFFORDABLE TRUST TO RETAIN THE SERVICES OF A THIRD-PARTY ADMINISTRATOR TO FACILITATE THE EMERGENCY ASSISTANCE PROGRAM THROUGH AN RFP.**

**ALL APPLICATIONS TO BE REVIEWED AND PRE-APPROVED BY A SUB COMMITTEE OF THE TRUST FOR FINAL APPROVALS BY THE TRUST. ANY FUNDS DISTRIBUTED BY THE TRUST WILL BE PAID TO MORTGAGEE OR LANDLORD ONLY.**