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**Affordable Housing Trust Fund  
Board of Trustees  
Meeting Minutes**

**Wednesday, February 15, 2023, 5:30 PM  
Levi Lincoln Chamber, City Hall**

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**Virtual/remote participation via Webex:**

**Phone:** 1-415-655-0001    **Access Code:** 2302 720 5450 #

<https://cow.webex.com/cow/j.php?MTID=m4ed138ebb474569969a8279108211e68>

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***Affordable Housing Trust Fund Board of Trustees Present:***

Victor Agudelo-Ortiz, Chair  
James Brooks, Ex-Officio  
Lucelia DeJesus  
Johanna Hampton Dance  
Keith Krikorian  
Benetta Kuffour  
Jackson Restrepo  
Gabriel Rodriguez

***Affordable Housing Trust Fund Board of Trustees Absent:***

Xaulanda Thorpe

***Staff Present:***

Jeanette Tozer, Affordable Housing Trust Fund Manager

**1. Call to Order**

Mr. Agudelo-Ortiz called the meeting to order with a roll call at 6:01 PM.

**2. Approval of Minutes from January 18, 2023, Meeting**

Mr. Brooks made a motion to approve the minutes. Ms. Hampton Dance seconded the motion. The minutes were unanimously approved 8-0 on a roll call.

**3. Applicant Presentation – The Black Equity Group, LLC - 49 West Street**

Mr. Agudelo Ortiz introduced the agenda item. Ms. Tozer provided an overview of the application from The Black Equity Group, LLC, who is seeking \$462,500 for the substantial rehabilitation of a distressed property located at 49 West Street into 7 units of affordable rental housing. The applicant is proposing to restrict 6 of the units for households earning 30% or less of the area median income, and 1 unit for a household earning 60% or less of the area median income. One

unit will ADA accessible. The requested amount includes \$150,000 of bonus funding for the units that will be restricted to 30% AMI. Housing Division staff completed a review of the application and conducted a site visit on February 1st and determined that it meets the minimum threshold criteria as described in the Application Review Guidance.

Dr. Gregory Benoit, Fritzie Purverge, and Cedric Richardson presented the 49 West Street project. Andy Howarth, Director of Development and Financing for Worcester Community Housing Resources (WCHR), also spoke on behalf of the applicant. WCHR has been working with the applicant as a lender and technical assistance provider.

Mr. Agudelo Ortiz motioned to place the 49 West Street project application on the March 2023 Affordable Housing Trust Fund agenda to review Trustees' scoring of the project and vote on a recommendation of funding. Ms. Hampton Dance seconded the motion. The motion was approved 8-0 on a roll call.

#### **4. Accessible Housing Discussion**

Ms. Tozer introduced the agenda item, noting that Trustees had expressed interest in furthering initial discussions about accessible housing that have come up in relation to specific applications for funding. Mr. Agudelo Ortiz then opened the item up for invited participants to speak regarding accessible housing. Comments were given by the following:

- Benji Kemper, Center for Living & Working
- Robert Bilotta, Easter Seals
- Steve Solberg, Center for Living & Working
- Manny Guerra
- Steve Wage, Center for Living & Working
- Tyler Bearden, Civico Development

The Board then discussed restructuring the AHTF bonus funding for accessible units. Mr. Restrepo requested that staff provide a report to the Board of Trustees with a recommendation for incentivizing the creation of accessible units through the AHTF. Mr. Agudelo Ortiz further requested that staff explore tiers of funding for accessible units in adaptive reuse projects, as well as funding for improvements to increase accessibility in all types of projects.

Mr. Restrepo made a motion for City staff to come up with recommendations for incentivizing accessible units. Mr. Krikorian seconded the motion. The motion was approved 8-0 on a roll call.

#### **5. AHTF Bonus Funding Discussion**

Ms. Hampton Dance made a motion to hold the item until City staff is able to provide recommendations for incentivizing accessible units. Mr. Krikorian seconded the motion. The motion was approved 8-0 on a roll call.

**6. Board Training Opportunity – “Boards and Commissions: Know Your Responsibilities”**

Ms. Tozer invited Trustees to take part in a virtual training opportunity through the Massachusetts Office of the Inspector General on April 20, 2023, from 9:00am to 12:00pm.

**7. Financial Update**

Ms. Tozer provided the Board with a financial update, noting that the AHTF appropriation account will be set up when the City’s new financial system launches in March 2023. The Budget Office prefers to wait until the new system is live to create the appropriation account to make things cleaner, particularly because there is no immediate need for payments.

**8. Potential Future Agenda Items**

The Board discussed the following future agenda items: recommendations for incentivizing accessible and adaptable housing; providing AHTF funding for single-family development; and updates regarding revenues from the Community Preservation Act and pending Inclusionary Zoning Ordinance.

**9. Adjournment**

There being no further business, the meeting adjourned at 7:19 PM.