

## **Newburyport Affordable Housing Trust Meeting Minutes**

Meeting Date: **Wednesday, June 14, 2023**  
Meeting Location: Senior Community Center  
Members in Attendance: Co-Chair Susanne Cameron, Co-Chair Madeline Nash, Brian Raiche, Karen Weiner, Robert Currier, Mayor Reardon and Andrew Shapiro  
Staff Present: Katelyn Sullivan, planner and Andrew Port, Planning Director

### Welcome and Public Comment

Affordable Housing Trust (AHT or Trust) Co-Chair Madeline Nash called the meeting to order at 6pm and welcomed Trust members, staff and guests. Nash went over the agenda and noted that the developers for 49-57 Merrimac Street asked to be placed on a future agenda and would not be present tonight. Nash asked for public comment. There was no public comment to the Trust.

### Expanded Down Payment Assistance Program Rollout Plan

Katelyn Sullivan began discussion regarding the expanded Down Payment Assistant Program. The City Council voted to appropriate project funds for this request on 4/24/23. Sullivan is looking to provide the Trust with draft a program application and guidelines at the next meeting. Discussion ensued regarding the outreach and branding of the program. Trust members supported the name HOME PORT-Newburyport's Down Payment and Closing Cost Assistance Program.

### Planning Office Updates

Sullivan informed the Trust that the current owner of 6 Woodman Way, Unit 317A, located at Maritime Landing, a Chapter 40B development for which Citizens' Housing and Planning Association (CHAPA) serves as the Monitoring Agent is up for resale. Based on the deed rider for 6 Woodman Way, CHAPA has determined that the Maximum Resale Price for the above-referenced property is \$257,400. According to this property's deed rider, the City of Newburyport has a 30-Day Right of First Refusal; this means the City has 30 days to decide if it would like to purchase the property from the homeowner at the Maximum Resale Price. The City is to consider the provided letter as notification of the City of Newburyport's 30-Day Right of First Refusal period, to commence June 13, 2023 and end July 12, 2023. Trust member Andrew Shapiro made a motion inform CHAPA that the City has decided to waiver right of first refusal. Co-Chair Susanne Cameron seconded the motion. All were in favor.

Sullivan explained to the Trust that FY22 HOME funds need to be committed to a project by 6/30/23 and right now, we are not seeing municipal development project to apply funds to right now. Sullivan said that she had consulted with the YWCA and Housing Authority looking for suggestions as to how to use the FY22 funds. Nash made a motion that the FY22 HOME funds be returned to the competitive pool. Trust member Robert Currier seconded the motion. All were in favor.

Director Andrew Port informed the Trust that a RFI was going to be going out for the Brown School next week. Cameron said that the Trust wants to be able to review responses as soon as possible during an upcoming Trust meeting. Port said that the Mayor's Office would be submitting to City Council a memo based on the responses received with the next step being the drafting and release of an RFP.

Sullivan reported that the Housing Production Plan (HPP) Stakeholder Committee has met virtually several times so far. So far, the Stakeholder Committee has discussed updated household and demographic characteristics data and how that data can inform community engagement efforts and provide new, additional context when considering existing HPP strategies and how these strategies can be adapted or expanded in the updated plan. The Committee also just recently discussed existing Priority Development Areas (PDAs) and discussed adjustments based on current municipal interests and needs as they pertain to affordable housing production. Trust members agreed that there should be a housing survey put together to gain feedback on housing barriers that employees have such as commute time, finding affordable housing in town, etc. and that the Chamber should be asked to send out the survey to its members. Sullivan said the Office could take that task on.

The Trust agreed that the next meeting date would be 7/26 at 6PM.

The meeting adjourned at 7:30pm.