

Affordable Housing Trust
Meeting Minutes of February 4, 2026, 1:00 pm
Hybrid meeting on Zoom and attended in-person in the Parker Room,
Town Office Building

Affordable Housing Trust Board Members present: Elaine Tung, Chair; Mark Sandeen, Tiffany Payne, Linda Prosnitz, William Erickson

Staff present: Carol Kowalski, Assistant Town Manager for Development.

Ms. Tung chaired the Zoom meeting and called the meeting to order at 1:07 pm.

1. Chair, Select Board, Board/Committee Liaison and RHSO/staff report

Ms. Payne updated the Trustees about housing vouchers and stated that the Massachusetts Rental Voucher Program (MRVP) is being strengthened. There is a proposed codification bill that would lock the MRVP into a State law at no new cost which would also make the program more stable and predictable over the long term. Ms. Payne added that a more stable MRVP will enable the State to plan the administrative improvements more effectively. Ms. Payne shared the details of the waitlist and how the MRVP worked.

Ms. Prosnitz stated that the Housing Partnership Board is preparing a report that will be presented to the Select Board and there are four subcommittees working on the report. The first group which is working on achieving 10% true affordable housing has determined that the Town is short of 502 affordable housing units. The subcommittee explored many options including Town owned sites and agreed with the Affordable Housing Trust's determination that lot size is one of the limiting factors in the Town owned sites. The subcommittee is also exploring options for an affordable housing overlay district. The second group is exploring housing in the Center and is talking to developers and looking at potential zoning changes. The third group is exploring options for smaller, more diverse, less expensive housing and their short-term goal is developing Accessory Dwelling Units (ADUs) and their long-term goal is cluster zoning. The fourth group is focused on community education and community engagement and is looking to develop an extensive website.

Ms. Tung shared that Shelly Goehring of MHP proposed that she would conduct a joint session with the AHT and Wellesley's AHT to discuss a possible framework and suggestions for moving forward with a strategic plan since both had applied for similar assistance.

Ms. Tung shared the MAPC MAHT MAGIC region meeting that she attended along with Ms. Prosnitz on 1/29/26. Ms. Tung stated that Littleton on behalf of Littleton AHT had applied and received a grant under the Commonwealth One Stop for Growth Program. This grant allowed Littleton AHT to fund critical repairs for homeowners. Littleton is also housing choice community which allows it to apply for additional grants. Ms. Tung hopes that Lexington will apply for and become a housing choice community. Ms. Tung stated that Littleton also has their own rental assistance program. The Littleton AHT worked closely with the Littleton Building and Elderly Human Services departments for implementation of the homeowner. Ms. Tung presented Lexington's grant application process for the HousingWorks Infrastructure Program which was well received. Ms. Tung added that members of EOHLC were also present at the meeting. They complimented Lexington's smart and creative way of applying for the HousingWorks Infrastructure Program grant to do the MBTA multi-family buy-down. Ms. Tung also added that MAPC was preparing a white paper which would include the Lexington Woods development as one of the highlights.

2. Rental Assistance Program

Ms. Kowalski shared the details of whom she sent the RFQ to. Metrowest Collaborative Development was the only respondent. The Trustees discussed the MCD response received to see if it aligned with the requirements of the RFQ. Ms. Payne thought that the response from MCD was very strong and responsive. Ms. Payne wanted clarity on a few things including administration fee, language barriers, translation, landlord participation expectations and the program evaluation. Ms. Prosnitz also stated that translating the program announcement in multiple languages would be helpful for the applicants. Ms. Tung explained that if participant feedback is requested, a post program survey would be required. Ms. Tung clarified that in general terms of the program administration, MCD proposed funding the whole program amount upfront with 50% of the administration fee in the beginning and the remaining 50% of the administrative fee at the end. Ms. Kowalski stated that it is possible to pay only for the work that has been accomplished and that she will check with the Liz Mancini, the Procurement Director, for clarity on the program payment timings especially funding the program with the full rental assistance amount at the beginning. The Trustees discussed that they thought it was reasonable for the 6 month rental assistance program to be fully funded from the start.

Mr. Sandeen reiterated the need for simpler qualification criteria and the Trustees discussed what should be included and excluded in the program requirements and the eligibility criteria. Ms. Tung expressed concern that based on MCD's response, Attachment A, which detailed the Trust's rental assistance program was not attached to the RFQ. Ms. Kowalski stated that she would check with Liz Mancini. The Trustees discussed and came up with a list of questions regarding MCD's response. Ms. Tung agreed to draft the questions and send them to Ms. Kowalski to reach out to Metrowest with a request to preferably answer them in person at the Trust's next meeting. The list of questions included application criteria, payment program design and implementation and host program evaluation.

3. AHT Grant Program

Ms. Tung reminded the Trustees about the grant application samples she had sent from four other municipalities and asked for a volunteer to draft a grant program application for the Trust. Ms. Prosnitz volunteered to design an application for the Trust.

Executive Session

Ms. Tung moved to go into Executive session under Exemption 6 to consider the purchase or lease of real property regarding the MBTA Multi-Family Development Buy-downs. The Affordable Housing Trust Chair stated that, in her opinion, an open session would have a detrimental effect on the negotiating position of the Town and Affordable Housing Trust. Ms. Tung stated that the Trust will not reconvene in the open session after the Executive session. Mr. Erickson seconded. The Trustees voted in favor of the motion 5-0-0, by a roll call vote (Erickson – yes, Payne-yes, Sandeen – yes, Prosnitz – yes, Tung – yes).

The Trust exited the open session at 2:09 pm

List of documents reviewed

1. Rental Assistance Program final RFQ.
2. AHT Grant Funding Application- sample applications from four different municipalities