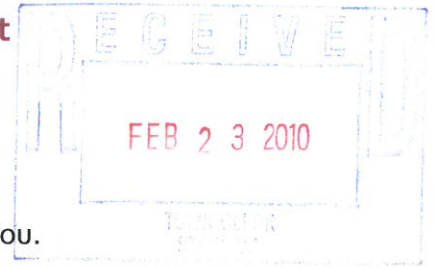


Stow Municipal Affordable Housing Trust
Minutes - February 8, 2010



Attending:

Mike Kopczynski,
Laura Spear,
Trish Settles,

Donna Jacobs, and
Quince Papanastassiou.

The meeting was called to order at 7:02pm.

The next scheduled meetings are February 22, March 8, and March 22.

The minutes of the December 7, 2009 meeting as prepared by Quince were reviewed. Laura made several minor suggestions, mostly typos. Donna made a motion to accept the minutes as amended and place them on file; Laura seconded the motion; and all present voted in favor.

High Grove

Two pieces of correspondence were received by SMAHT – a note from Nancy Tavernier and an email from Roland Bartl, the Acton Town Planner.

Laura attended the site walk along with about 15 to 20 others including lots of Acton neighbors, but no elected officials from Acton. Mr. Bartl indicated that since the area is zoned residential, then residential uses should be allowed. Several representatives from Stow Boards and Commissions were present. The tour of the site began from the Acton side. A suggestion was made to also approach the site from the Stow side. Because of safety concerns from the Stow side, the size of the escorted group was limited. Concerns were raised about the site suitability because of the steep slope and large wetland area.

The Town of Stow sent a detailed 11 page letter to Mass Housing (a copy was in the SMAHT mailbox) describing its concerns. The letter indicated that an additional permit might be necessary from the Army Corps of Engineers and that because of the proposed number of bedrooms, a wastewater treatment plant might be necessary. There was a sense that Attorney Jon Witten was not in favor of the project and felt the application should be denied, based on his comments on the letter.

The Acton Board of Selectmen met with abutters February 8. The Acton Town Planner does not seem to think there will be a problem with runoff. A note from Nancy Tavernier, from Acton Community Housing Corporation, suggested Acton officials speak with SMAHT member Donna Jacobs because of her knowledge of site history.

Comments are due to DHCD by February 12.

SMAHT will continue to watch the proposal and application process. Our principal concern is that the siting of this project is not consistent with the towns' preferred housing locations. There is also concern about the impact of site constraints and additional required permitting on the economic feasibility of the project.

Grant Guidelines

The group discussed the development of grant guidelines that SMAHT might use. Laura Spear and Donna Jacobs reviewed several examples from NY, California, Lowe's, and Sudbury.

Some of the basics include the following:

- The grant guidelines should have a statement of purpose.
- Eligible applicants should be 501 c 3 non-profit organizations.
- Greater than 25% of the project housing units must be affordable housing units in order to qualify.
- Units must count toward the subsidized housing inventory.
- Projects must be consistent with the Housing Production Plan strategy and in concert with the Stow Master Plan.
- Applicants are limited to the number and amount of grant funds that they may receive in any given year.
- Applicants will be asked to provide at least two years of tax records and audited financial statements, if required by law.
- Projects must create, rehabilitate or preserve multiple units of housing that count toward the subsidized housing inventory.

We also discussed developing a separate grant program for small projects at a later date.

Hard copies of applications must be mailed certified. Applications will be reviewed and a determination regarding completeness will be made within 30 days of receipt. Our goal will be to issue a decision within 60 days of receipt.

Basic structure of the proposal guidelines will include the following:

- Application Summary
- Communities
- Eligibility Criteria
- Funding Request
- Evaluation Criteria
- Required supporting documents (including corporate resolution.)
- Primary point of contact will be SMAHT Chair

Laura will take the model and tweak it based on this conversation and provide the committee with a second draft for review. Trish agreed to look for model grant agreements from CEDAC

and Donna will check with Sudbury. Laura suggested that, when complete, we should put the application and guidelines on the SMAHT website.

The minutes of the January 15, 2010 meeting as prepared by Laura were reviewed. Trish made a motion to accept the minutes as amended and place them on file; Donna seconded the motion; and all present voted in favor.

New Business

Laura reminded us that our Annual Report is due to the Board of Selectmen by February 12. Mike agreed to draft and submit our annual report with a finance report.

Donna reminded us that we should draft a placeholder for the spring warrant.

A motion was made by Laura that we present the following language to Town Counsel for his review as a suggested change to the bylaws of the SMAHT.

"Powers of trustees.

In addition to the powers expressly enumerated in Chapter 491 of the Acts of 2004, as it may be amended from time to time, the board shall have the power to make grants and loans upon such terms, as the board shall, in its sole discretion, deem advisable. The board shall exercise its powers in furtherance of the purposes of said Chapter 491 and this article."

The motion was seconded by Donna and all present voted in favor.

Laura indicated that she would advise the Board of Selectmen of our intentions.

A motion was made by Laura, seconded by Donna and all present voted in favor of adjourning.

Meeting adjourned at 9:07.

Respectfully submitted by

2/22/10



Trish Settles

