

**TOWN OF STOW
STOW MUNICIPAL AFFORDABLE HOUSING TRUST (SMAHT)**

Minutes of the February 22, 2010 SMAHT meeting.

SMAHT members: Donna Jacobs, Quince Papanasstassiou, Cynthia Perkins, Trish Settles, Laura Spear

The meeting was called to order at 7:05 P.M.

MEETING SCHEDULE

March 8, 22

MINUTES REVIEW

Laura moved to accept the minutes of February 8, 2010 as presented at this meeting. Trish seconded, and approval was unanimous.

GRANT PROGRAM

Laura made edits to the grant program documents based on comments from the February 8 meeting's review and distributed the revised documents to members of the Trust for additional consideration.

Town Counsel, Jon Witten, had not heard back from Counsel for Stow Community Housing Corporation (SCHC) regarding a potential grant. Jon's guidance was that we can do a grant program, but we still need to extend the powers of the Trust to be able to loan funds. The Trust agreed that regardless of SCHC, we need to finalize the grant program for future opportunities.

Members were unsure whether Town Counsel had reviewed the latest documents that Laura created. Donna said she would send them to Jon for review.

Members discussed what they wanted to include in a grant agreement:

- Make the agreement a transmittal letter but include terms and conditions, and add the terms and conditions in the application documentation and process.
- Include general terms and conditions and obligations up front to set proper expectations.

The terms and conditions should address:

- Amount and timing of payment
- Provision for unexpended or misdirected funds
- Date for expending all funds: within a year of receipt but the timeframe, may be extended for reasonable cause

When we have a draft version of the terms and conditions, we will include them with the other materials and sent to Town Counsel. The goal is to vote to approve all materials at the next meeting on March 8.

Next steps: Trish will distribute a draft of the terms and conditions for review in a week. Members will need to send comments to Trish, who will collate them and send a final draft

document to Donna. Donna will add the document to the program overview and send the complete package to Jon for review.

SCHC is eager to see the program, and we are still looking for comments from their counsel to understand what they would like to see in a grant program and whether we should include other elements in our draft program.

NEW BUSINESS

- **Warrant article:** Donna sent draft language to Jon for amending the current bylaw to enable SMAHT to loan funds. Jon wants to review it with her and Mike Kopczynski (SMAHT Chairman). We will have a draft placeholder for the Board of Selectmen's deadline of March 2. [The final language is due March 12.] Laura moved and Trish seconded using the draft language for the draft warrant. Approval was unanimous.
- **Annual report:** Members were unsure as to whether an article was submitted. They agreed that an article should include the following highlights for 2009:

Housing Production Plan

- SMAHT oversaw the creation of a draft Housing Production Plan (funded by CPA administrative funds)
- This included an RFP process and selection of a consultant
- SMAHT circulated the plan for review by various committees and boards
- SMAHT met with the Planning Board to review the plan, agreed upon a handful of zoning-related action items

Income

- SMAHT received payments from the Pulte Active Adult Neighborhood

Master Plan

- SMAHT partnered in drafting the Housing section of the Master Plan

SCHC

- SMAHT supported the warrant article presented at Special Town Meeting in Fall 2009
- SMAHT wrote a letter of support for SCHC funding

Donna said she would draft an article and send it to Mike for review and then submit it.

- **DHCD letter of support for SCHC:** Members were unsure whether the letter of support was sent. We need to confirm with Mike.
- **Highgrove:** The Acton Board of Selectmen voted to send a letter to MassHousing, asking them to deny the site approval.
- **Minutes:** Laura will check with the Town Clerk to see whether we still need to submit minutes. We should be caught up in approving minutes, and we want to make sure the Town Clerk has copies of them.

NEXT MEETING AGENDA


- Review progress on the Housing Production Plan: Donna will check on payment for Karen Sunnarborg.
- Review governance process and officers: Should we appoint a Clerk and/or Vice Chair (probably needed for the grant program)?

ADJOURN

Quince moved to adjourn, and Cynthia seconded. The vote was unanimous in favor. The SMAHT meeting adjourned at 7:55 P.M.

Respectfully submitted,

Laura Spear
SMAHT member



3/22/10