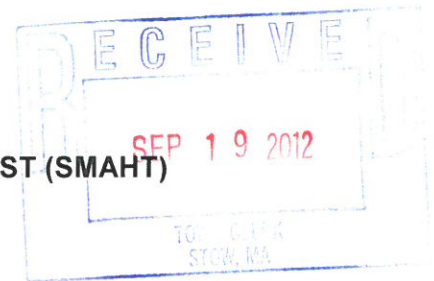


TOWN OF STOW
STOW MUNICIPAL AFFORDABLE HOUSING TRUST (SMAHT)



Minutes of the September 5, 2012 SMAHT meeting.

SMAHT members: Mike Kopczynski, Quince Papanastassiou, Cynthia Perkins, Jim Salvie, Trish Settles, Laura Spear

The meeting was called to order at 7:07 PM.

1. Meeting Schedule

September 18, October 3 – determine at that meeting whether we need a second meeting in October

2. Minutes Review, vote to approve

Moved to next meeting

3. Trustee Reports

Mike attended a CPC meeting in August to talk about Stow Community Housing Corporation (SCHC) projects. Another meeting is scheduled for September 24 at 7:30 and will discuss how to handle allocation of funds. At the August meeting, discussion included whether SCHC could own the land. Per Town Counsel, nothing precludes that. If funding were available through SMAHT, it could provide more flexibility in how the deal is structured and how the funds are paid out. It may be easier for SMAHT to buy the land. Discussion will continue on September 24.

Trish is checking on what happens when a deed restriction expires and whether there are funding sources to fill the gap.

Cynthia attended a Habitat meeting. Although some staffing is gone, the organization is still ramping up on new projects. Habitat has a site selection checklist and staff to evaluate parcels. Habitat is focused on buying land instead of staff right now.

Laura referred to notices about affordable housing forums, seminars, and meetings. Sudbury contacted Laura about our proposed deed restriction program. The next regional housing coordinators' meeting is in Acton on September 20, and SMAHT members are invited to attend.

Jim updated the board on Plantation II litigation. Both sides filed for summary judgment, and both were denied. The judge did express a lot of deference to ZBA decisions, but it looks like this is going to trial.

4. Town-owned Parcels update

Jim checked into ownership status on various parcels and confirmed that the Town has clear title to the parcels.

The Board discussed the process for moving forward. The Housing Production Plan identified 1-2 specific parcels for development. Since the plan was approved, other

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parcels have become available as opportunities for affordable housing. Whatever parcels SMAHT moves forward with, the Board would still need to defend why the parcels were suitable for affordable housing to the Board of Selectmen and may need to take them to Town Meeting for approval – if not for legal reasons, but for Town support.

The consensus of the Board was to wait until we hired a housing specialist to evaluate all available parcels and assess their development potential as well as potential types of developers best suited for the Towns needs.

As part of this discussion, SMAHT discussed the Town-owned parcel in Gleasondale, located on Gleasondale Road.

Trish moved, “At this time, SMAHT sees no reason to relinquish this municipal parcel of approximately 0.2 acres, located off Gleasondale Road. Because of its access and village location--consistent with Smart Growth principles, the Master Plan direction for the Gleasondale village, and its consistency with other, already developed parcels of similar size in this area, the parcel is suitable for future development, including affordable housing and/or public water or sewage support.” Quince seconded it, and the vote was unanimously in support.

Laura will send a memo from the SMAHT Chair and Vice Chair to the Selectmen’s office and copy the Chair of the Board of Selectmen.

5. SMAHT Housing Consultant: review received proposals

The Board received two responses to the RFQ. The next step is to go through the proposals and see which meet the minimum qualifications. Of those that meet the minimum qualifications, SMAHT will take the lowest bid.

SMAHT did not receive three proposals, but the Town Administrator advised that we could still proceed. Mike will meet with the Town Administrator to see if there are other options to get a third proposal.

If neither of the two received proposal meets the qualification, we can either select one that most closely meets the requirements or decide to reduce the qualifications and repost, soliciting new proposals.

SMAHT reviewed both proposals against the minimum qualifications:

- Solid understanding of MA housing issues and performed similar work in two other towns
- Successfully submitted proposals for affordable housing funding
- Worked with towns of similar size and needs of Stow

In reviewing the proposals, the Board considered that both proposals met the minimum requirements with a question about whether one candidate met the second criterion. The Board will bring in both candidates to discuss their qualifications further and ask for clarification.

The Board then had general discussion beyond the minimum criteria, including concerns about depth of experience and travel time and whether it should be chargeable. The proposals also had different fee structures. One candidate seemed to have a more ambitious and thought out proposal than the other.

Mike had conversations with both candidates. Both were interested and wanted more details, especially around funding. Laura shared her experiences in working with them at the regional affordable housing coordinators meetings.

The Board agreed to ask both candidates to attend our next meeting. If the date or time presented a problem, we could try to be creative in how we could interview them both.

6. Adaptive re-use project in Stow: Grant

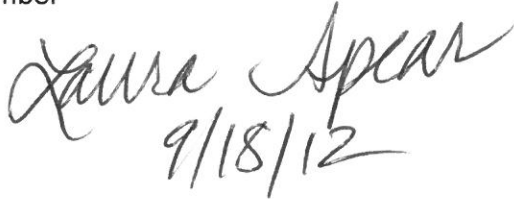
The grant program document has been updated and posted on the website. If any Board member is aware of someone interested in applying for a grant, particularly for a historic reuse project, we should let the applicant know this grant program exists.

7. Adjourn

Trish moved to adjourn, and Cynthia seconded. The vote was unanimous in favor. The SMAHT meeting adjourned at 8:51 PM.

Respectfully submitted,

Laura Spear
SMAHT member



Laura Spear
9/18/12