

TOWN OF STOW
STOW MUNICIPAL AFFORDABLE HOUSING TRUST (SMAHT)

Minutes of the November 7, 2012 SMAHT meeting.

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

Housing Consultant: Leonardi Array

The meeting was called to order at 7:05 PM.

1. Meeting Schedule

November 28

December 11

2. Minutes Review, vote to approve

Quince moved to approve the minutes of the October 24, 2012 meeting, Trish seconded. The minutes were approved unanimously.

3. Trustee Reports

Mike reported that the contract with Leonardi is still not final yet. Mike is working out the details with Leonardi.

Mike also said that he has been in contact NOAH (Phil Giffie and Toby Kramer). They are filling out a grant application for adaptive reuse in Stow and wanted some more information in order to submit the application.

Trish did more Chapter 40T research. There seems to be confusion in DHCD about it. Trish's inquiry was forwarded to legal counsel. Apparently the timing kicks in close to the expiration, which is when you can start applying for various funds, not when a unit may foreclose. Trish got the name of a contact at CEDAC for further follow up. Karen Kelleher in the Planning Office gave Trish a list of all of the 40B units in Stow, who the subsidizing agent is for each, and when the units expire. Trish will continue researching the program.

Mike said that the parcel on Gleasondale Road is on the Selectmen's agenda next week. Karen Kelleher notified the Selectmen's Office that Leonardi is looking at the parcel for affordable housing.

Laura said that the regional housing coordinators meeting, scheduled for October 25 and postponed to November 6, was cancelled. The next meeting is to be scheduled.

Laura reported that the group working on the Comprehensive Permit Policy is trying to plan its next meeting. Tentatively the group will meet next week. Laura will provide the latest draft to everyone for review. Laura will also highlight items for the scoring sheet and send them to Karen Kelleher.

SMAHT Minutes, November 7, 2012

Approved 11/28/12

Laura reported that Leonardi and Karen Kelleher met and did site visits of potential parcels for affordable housing.

Karen Kelleher forwarded a memo from MAGIC to Mike and Laura. From the memo:

Thank you for your continuing interest in exploring a regional housing services office (RHSO) for the seven MAGIC towns of Bolton, Boxborough, Carlisle, Hudson, Littleton, Maynard and Stow. As you know, this one of the priorities set in the MAGIC work plan for this year adopted on July 12, 2012, in the hope of replicating the successful RHSO model based in Sudbury serving the other MAGIC towns.

So we are very pleased that MAPC has made arrangements for MAGIC to have Beth Rust from the Sudbury RHSO help us with our feasibility study. Beth will be scheduling interviews with each of your towns in the near future, to collect information for an affordable housing staffing needs analysis, development of a financial model and budget, and assist with the analysis of organizational options for collaboration. Beth will be doing this work on her own private time, by the way.

Laura shared the latest version of the affordable housing timeline. Mike will let Laura know when the first loan was granted in 2011. Laura will update the document accordingly and share it with other related boards and committees as well as post it on the website.

Trish has the latest SHI table from Karen Kelleher. The only units that expire are the 50 units at Plantation Apartments, which expire in 2025, and the 7 LIP units on Elm Ridge Road, which expire in 2034.

4. Review revised workplan and priorities

The top priority for Leonardi is to assess which town-owned parcels are ideal for affordable housing.

When there is downtime, other duties could include:

- Confirm the expiration dates for Elm Ridge Road units on the SHI
- Research the subsidy sources for the Elm Ridge Road units and their restrictions and see how they may apply to 40T
- Investigate USDA funding: Kerry Horman offered to provide information
- Conduct outreach: tie to specific projects

5. Create plan and timeline to prepare for ATM in May 2013

The Board would like a draft Town Meeting warrant article for a parcel for developing affordable housing by March 1.

No later than mid-January, the Board should approach CPC about potential funding. Examples include site analysis, perc tests, and other feasibility-related activities.

SMAHT Minutes, November 7, 2012

Approved 11/20/12

The Board will need to work with Leonardi to understand how to move forward in general. We can provide Leonardi with information on how things work in Stow, which committees to talk to, and deadlines we need to meet. We need a better understanding of the process from Leonardi, and we can map that against Stow's Town Meeting process and timelines.

The process should include:

1. Introduce Leonardi to town boards and committees via a memo and attach the timeline of affordable housing in Stow. One of his tasks is to investigate town-owned parcels for affordable housing (reference the Housing Production Plan).
2. Meanwhile, have Leonardi do a first-pass feasibility assessment of proposed parcels.
3. Research what we may be required to do with the Town Administrator and Town Counsel (action owners: Jim--our BOS liaison, and the Chair or another member).
4. Meet with the Board of Selectmen, provide them with an overview of our proposed process, and get their feedback.
5. Based on feedback from the Selectmen, continue moving forward, including potentially:
 - o Reaching out to town departments and committees about specific parcels (potentially via a positioning paper or memo).
 - o Go back to the Board of Selectmen: Identify top 3 parcels under consideration with pros and cons.

Quince made a motion to authorize the Vice Chair and Chair to write and issue a memo on behalf of the Board to introduce the housing consultant to the town boards and committees and include the timeline of affordable housing in Stow, dependent upon a signed contract. Cynthia seconded. The motion was approved unanimously.

Proposed Calendar

November: Intro memo goes out when the contract is signed
December 1: Meet with the Town Administrator and Town Counsel
December 15: Meet with the Board of Selectmen for feedback on process
December 31: All assessments done by Leonardi
January 15: Specific sites identified and ranked
January 22: Determine whether we need CPC funding
February 7: Submit a CPC application if needed
February 15: BOS presentation for specific properties
First week of March: First drafts of warrant articles if necessary: controlling property, CPA funding, etc.

6. Adjourn

Laura moved to adjourn, and Quince seconded. The vote was unanimous in favor. The SMAHT meeting adjourned at 8:47 PM.

Respectfully submitted,

Laura Spear
SMAHT member

Laura Spear
11/28/2012

SMAHT Minutes, November 7, 2012
Approved 11/28/2012