

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

Minutes of the October 24, 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 7:12 PM.

**1. Meeting Schedule**

November 7

November 28

**2. Minutes Review, vote to approve**

Quince moved to approve the minutes of the October 3, 2012 meeting, Trish seconded. The minutes were approved unanimously.

Trish moved to rescind the approved minutes of the September 20, 2012 meeting, Cynthia seconded. The minutes were approved unanimously. The minutes reflected an inaccurate meeting date. The meeting was actually held on September 18, 2012.

Quince moved to approve the minutes of the September 18, 2012 meeting, Cynthia seconded. The minutes were approved unanimously.

**3. Trustee Reports**

The regional housing coordinators meeting, scheduled for October 25, was postponed to November 6.

Laura attended the working meeting on the Comprehensive Permit Policy update. The draft is in its final stages. The team added a placeholder for a weighted "scorecard," based on what Donna had created. The next step is to review the document and confirm the contents of the scorecard. Once members of this group approve the draft, each will take it back to his or her board or committee for approval. A final version will then be presented to the Board of Selectmen for approval.

Trish still needs to complete Chapter 40T research. Mike will remind her one week in advance of our next meeting.

Cynthia went to Oak Tree Development's opening of a development in Reading.

Laura reported on a HUD program that she recently learned about. The program modifies Section 811 to issue grants to states to fund affordable housing, leveraging the tax credit program and other HUD programs (HOME). Laura will look into it further and send out information to the Board.

---

*SMAHT Minutes, October 24, 2012*

Approved 11/7/2012

Mike got an approved contract from Bill Wrigley, the Town Administrator, for our housing consultant this morning. He forwarded it on the Leonardi.

#### **4. DHCD community planning grant**

DHCD has \$213,000 in priority development funds to issue as grants, with awards of up to \$15,000 per Town project. Eligible activities include education and outreach on affordable housing, housing trust and partnership creation, activities associated with creating affordable housing on municipally owned lands, and zoning planning and outreach. The project has to lead to housing within three years. One of the requirements, "site feasibility for municipally owned land," seems to match our goals. The grant application has a rolling deadline. Once we have a proposal, we should call Miryam Bobadilla as a heads up.

#### **6. Welcome Leonardi Aray, Housing Specialist**

The board welcomed Leonardi. We all agreed that Leonardi will attend one meeting per month in person. He will open each meeting that he attends in person with a summary of activities and a bill for the previous month's work, as well as plans for the coming month. If we meet more than once a month, Leonardi will attend by phone.

#### **5. Trustee review of HPP, SMAHT workplan and priorities**

The board received copies of the workplan and priorities that we had in place.

#### **7. Review workplan and priorities together with Leonardi**

Based on the process of hiring a housing consultant, it became apparent that we need to refine our priorities to focus on creating affordable housing on town-owned land, reflective of the Housing Production Plan (HPP). This is where we can use Leonardi's help. We will need to convince the Selectmen that we should have control over a specific parcel(s) before next Annual Town Meeting.

Laura shared the list of parcels owned by the Town and addressed in various documents, including the Land Use Taskforce, the HPP, a recent tax foreclosure list, and the recent request for input regarding a parcel on Gleasondale Road. The municipally owned land most likely for affordable housing development in the short term consists of parcels on:

- Queen's Lane (tax foreclosure parcels)
- Pine Point
- Gleasondale

There are other parcels that are land-locked and may face abutter resistance: in the Gleasondale area (Kane property) and by the Pompo School site (off Harvard Road). Both of these sites are listed in the Land Use Taskforce report.

Additionally, Mike is interested in seeing whether there is an opportunity for the Gleasondale mill in the future. The Master Plan has identified this as an opportunity for mixed use zoning. There is a grant request to explore adaptive reuse projects with an affordable housing component.

In order to be able to request control of a parcel(s) in February – when Annual Town Meeting warrant articles are due – we will need to accomplish a set of tasks, including site assessments. Leonardi should first get familiar with the parcels and the personnel in Town who can assist (Selectmen, Planning Board). We should also think about which kind of developers may be interested in the parcels. Many of them may conduct some of the feasibility analysis themselves.

We also discussed other affordable housing projects that are underway, including the Plantation and Pilot Grove expansion projects, the tools that the Town has adopted over the years, and the proposed deed restriction program that DHCD has rejected. We could still proceed with the deed restriction program as a social benefit, even if the housing wouldn't count under the Subsidized Housing Inventory (SHI). However, the Town Meeting vote assumed that the housing would count on the SHI.

We would also like to organize meetings with other affordable housing groups, especially a panel of housing developers, volunteers, and housing specialists. It would be a forum to share experiences and knowledge. Mass Housing Partnership (Dina Vargo) is interested in getting this going. This is a lower priority, but Leonardi may be able to help. We would like to focus on towns like Stow: Bolton, Boxborough, Carlisle, Groton, and Berlin, for example. This forum would especially benefit volunteers, such as members of affordable housing trusts and housing authorities.

Mike said we should also look at Chapter 61 lands where we could subdivide a portion for affordable housing and retain the rest for future use. Other trustees commented that we need to discuss this more.

Leonardi will plan to represent Stow as well as Westport at the informal regional housing coordinator meetings. SMAHT is willing to co-fund this. Laura will join the meetings if she can.

For the monthly reports, Leonardi will try to report in advance of the meeting, using bullet points to summarize activities. Leonardi will join us at our November 28 meeting. If he has questions in the meantime, he can contact Mike or Laura.

Leonardi had put an hourly plan in place as part of his proposal. He will adjust it to reflect the priorities we talked about tonight. Identifying new funds is one area that the board discussed more. Because of her work, Trish is often aware of potential funding opportunities, which she will share with Leonardi.

The board has no expectation that Leonardi will do clerical work. Mike spoke with the Town Administrator, and we may be able to get some in-house clerical support if needed, but there was no commitment.

It would be helpful for Leonardi to do outreach as we approach Town Meeting or sponsor an informational event.

**8. Adjourn**

Laura moved to adjourn, and Quince seconded. The vote was unanimous in favor. The SMAHT meeting adjourned at 8:57 PM.

Respectfully submitted,

Laura Spear  
SMAHT member

*Laura Spear*  
*11/7/2012*

---

SMAHT Minutes, October 24, 2012  
Approved *11/7/2012*