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

Minutes of the November 28, 2012 SMAHT meeting.

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

Housing Consultant: Leonardi Array

The meeting was called to order at 7:04 PM.

1. Meeting Schedule

December 11

January 10

2. Minutes Review, vote to approve

Quince moved to approve the minutes of the November 7, 2012 meeting, Cynthia seconded. The minutes were approved by all but Jim, who abstained.

3. Trustee Reports

Donna Jacobs has resigned due to personal reasons.

Mike informally reviewed a draft of a NOAH grant application and provided feedback so that NOAH could finalize the application. Mike suggested that NOAH provide a menu of options to the board.

Laura mentioned the email from Trish who could not attend tonight's meeting. Trish provided links to a USDA housing grants and loan programs. Stow is eligible. http://www.rurdev.usda.gov/SupportDocuments/MA_State_Map.pdf

They have single family and multifamily assistance programs that we could promote <http://www.rurdev.usda.gov/MASingleFamilyHousing.html> and <http://www.rurdev.usda.gov/MAMultiFamilyHousing.html>

The informal network of housing coordinators is meeting for breakfast on December 13 in Concord. Laura will forward the meeting notice to Mike.

Laura is meeting with Beth Rust and Karen Kelleher (Planning Office) on December 4 at 3 PM to provide input to the regional housing survey that MAGIC is sponsoring. More about this is further in the agenda.

Laura drafted a "welcome to Leonardi" message for distribution to town boards and committees.

4. Housing Specialist report: Leonardi Aray

Leonardi, Karen Keller, and Jesse (Planning Office) went on a site visit of five town-owned sites. Three sites seemed to be better suited for development.

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Queens Lane: 0.37 acres on a dead-end road. There are some limitations due to lot size and frontage. Access is through the dead-end road. The Board of Health provided a lot of additional information on the location of wells and septic systems of neighbors. It seems like this is not an issue. The housing unit would need to be smaller.

Pine Point: 1.25 acres, good location, good size lot. Other homes in the area are small. Most of the parcel is on a hill, however. Access could come either from Sudbury Road or from farther up Pine Point Road with the septic in the front, lower area. The parcel may have potential, but we would need to assess how cost effective construction would be, particularly if there is only one unit. We may have strong abutter issues.

Gleasondale: 0.28 acres, limited site with a good location, and access from a main road. The neighboring homes are a mix of housing styles. The land is fairly flat. A neighbor wants the property for a garden. A question came up about septic support. We'll need to review this further. A 4-unit multifamily is next door with a 30'x30' leach field.

Elliott: 2.47 acres, but it is mostly wet.

Seven Star Lane: 0.91 acres. A developer looked at it many years ago and could not figure out the drainage. A foundation is on it, but the parcel is wet and slopes downward.

The land by Harvard Road and the former Pompositticut school was not reviewed. It does not have access, and it has many environmental prohibitions. It would require additional funds to purchase the adjoining property for access. The same goes for the Kane parcel in Gleasondale. Both parcels have enough upland for development, but we would need to purchase adjoining parcels, and we don't have the funds at this time.

If we wanted to work with particular developers, we would need to issue an RFP and then award it to the developer that best meets the criteria in the RFP. Developers handle the financing, affordable marketing/resident selection, and deed restriction. Some developers like Habitat need to do fundraising to offset the cost of the house and site work. We will most likely face neighbor resistance however and wherever we proceed.

Jim is meeting with the Town Administrator tomorrow for his input. Mike will follow up about getting on the agenda of the Selectmen's December 11 meeting to review our proposed process and solicit feedback for what information the Selectmen would need. We may want to have Karen from the Planning Office accompany us when we present. We should have an outline or presentation available in advance of the meeting. If we want to include information in the Selectmen's packet, we need to submit it by the Thursday prior to the meeting (December 6).

As other housing trusts do, we could ask for CPA funds to build the housing. Once the housing is sold, any excess funds would go to the SMAHT fund.

The next step is to determine how to assess further the potential and limitations of the parcels: check with the Board of Health (BOH), determine perc testing, and so on. We need to understand what flexibility we may have (MGL Chapter 40B). However, we first

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need to understand the process for getting control of the property, which requires input from the Selectmen.

Jim left the meeting at this time.

Leonardi also reviewed a list of items for creating a developer RFP, including general information, site information, and development guidelines.

We need to include Leonardi's invoice on the agenda of our next meeting.

5. Regional Housing Services update and SMAHT contact

MAGIC is sponsoring an affordable housing program in the subregion, and Beth Rust is conducting surveys of the participating towns. Stow has been asked to provide a liaison for the project, and Karen Keller, the Stow MAGIC representative, suggested that someone from SMAHT serve in that role.

Cynthia made a motion that Laura serve as the representative for Stow, Quince seconded it. Approval was unanimous.

6. Review plan and timeline for activities

The Board brainstormed content for the Board of Selectmen's meeting.

- Intro: Reference Land Use Taskforce report, Housing Production Plan, Master Plan, affordable housing timeline, Leonardi's introduction

With the hiring of Leonardi, we are starting to take a closer look at the Town-owned parcels. This is the process we envision for going forward. We are here today to get your feedback, confirm the process, and understand what other information you may need for gaining control of one or more parcels for affordable housing. Other benefits: increase our Subsidized Housing Inventory (SHI) for increasing Town control over affordable housing, put parcel on tax roles, reduce maintenance burdens.

- Assess suitability:
 - Gather site information
 - Review feasibility with Town Boards: Planning, BOH, Building Department
 - Perform initial cost analysis
- Inform Selectmen of our intent to proceed with one or more parcels; formally requesting control of property
- Selectmen would distribute memo of intent to all Boards and committees for response, feedback, with deadline
- If needed, SMAHT and the Selectmen would sponsor a Joint Boards meeting to review feedback
 - Follow up after the Joint Boards meeting if needed

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- Make decision to assign control
 - Selectmen assigns control of property to SMAHT (precedence with conservation land, open space)

Discussion included the possibility of a Town Meeting article. In that case, SMAHT would assist the Selectmen in drafting any needed article. SMAHT would also need to perform community outreach and education prior to Town Meeting. This could be an issue as abutters would want to know the project information, and we would not know what the project would look like. (We need input from Town Administrator and Town Counsel about our legal obligations.)

7. Adjourn

Cynthia moved to adjourn, and Quince seconded. The vote was unanimous in favor. The SMAHT meeting adjourned at 9:07 PM.

Respectfully submitted,

Laura Spear
SMAHT member

Laura Spear 1/10/13

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