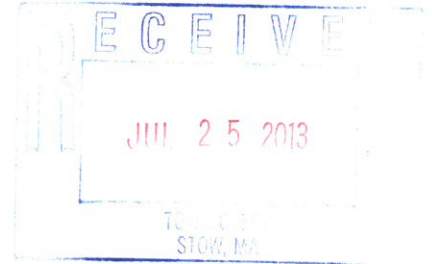


**TOWN OF STOW**  
**STOW MUNICIPAL AFFORDABLE HOUSING TRUST (SMAHT)**

Minutes of the June 19, 2013 SMAHT meeting.

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

Housing Consultant: Leonardi Aray (by phone)



**1. Call to Order**

The meeting was called to order at 8:08 PM.

**2. Meeting Schedule**

July 24

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

Quince moved to accept the minutes of the April 17 meeting, Jim seconded. The minutes were approved unanimously.

**4. Trustee reports**

None

**5. Committee membership for FY14**

Mike, Laura, and Quince all have terms that expire on July 1. They will all renew their terms and will contact the Town Clerk. They have already notified the Selectmen's Office.

Mike reiterated the need to get a seventh member and encouraged members to reach out to potential members.

**6. Annual Town Meeting review**

Town Meeting was a smooth process, and all of the SMAHT-related articles passed. All articles were discussed, had good presentations and good questions, and resulted in what SMAHT hoped for.

Town Meeting also approved \$10K for the regional housing consultant services.

**a. Next steps on Queens Lane & Pine Point parcels**

Leonardi spoke about next steps. The Trust needs to decide what we want to do on these sites and the guidelines we want to put into place. We also need to test the sites and should reach out to related departments (Conservation Commission, Planning Board). We may be able to get some free assessments from organizations like Habitat for Humanity to understand what might be possible. We'll also need to issue an RFP eventually, but for now, we only need three competitive quotes for engineering services as long as they fall under \$10,000. Leonardi will draft a scope of services and submit it for proposals. We'll plan on reviewing the bids at our next meeting in July. The goal is to identify the buildable area for each parcel. We'll also need to look at the septic and well areas, especially in relation to abutters' systems. Leonardi will reach out to Habitat for Humanity North Central to see if they would be interested in a site walk.

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## **7. Status on regional housing services group**

The Town Administrator wants SMAHT to provide the oversight for the funding for the regional housing services. RFPs went out, and proposals were due yesterday (8/16) to the town of Hudson. Our approved funding includes monitoring but is not limited to monitoring. We may be able to obtain additional services.

The winning consultant for the regional housing services has to bill each of the towns that participate individually for the next year. We aren't sure when the work will begin.

## **8. Report on Housing Specialist activities**

### **a. Cumulative report to Community Preservation Committee (CPC)**

### **b. Collected invoices for payment by CPC**

We need to gather all of the invoices and submit them to the CPC for transfer of funds into the SMAHT account. Leonardi provided a summary of activities on the invoices but will also draft a one-page summary report and results.

As part of the collected invoices, we need to include Leonardi's latest invoice.

Jim moved to approve the latest invoice through June 4 for \$805 [#120705], Quince seconded, and it was approved unanimously.

The total amount spent to date is \$6965.

The CPC funding was to fund a consultant through the current fiscal year. We would like to retain Leonardi as a consultant into the next fiscal year. Leonardi was funded through CPA administrative funds. We could approach CPC again for additional funding or fund his time from the trust. The question came up about whether we need to issue an RFR. Leonardi's contract contains language that supports extending the contract, so we should be fine. Jim will follow up with the Town Administrator to confirm how we should move forward.

## **9. Legal issues status review**

The appeal of the Zoning Board of Appeals for Plantation 2 was denied. However, the plaintiff has appealed the appeal. The Assembly of the Record for the appeal takes 2-6 weeks. Once this is done, the plaintiff can decide whether he really wants to appeal. Town Counsel thinks there is a strong chance the permit will move forward. Members expressed concern that the plaintiff may try to delay the process as long as possible.

The Pilot Grove 2 close is underway with many issues popping up in the past few weeks. For example, the restrictions that the Town is buying are in perpetuity, not the 55 years that DHCD requested. This and other issues have been addressed, so it looks like the closing will occur within the next couple of weeks.

## **10. Comprehensive Permit policy update**

The task force completed its work. A copy of the final draft went out to specific committees, including SMAHT, for review. Laura will forward this draft to SMAHT members, who should review it and provide comments at our July meeting.

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**11. Adjourn**

Jim moved to adjourn, and Quince seconded. The vote was unanimous in favor. The SMAHT meeting adjourned at 9:12 PM.

Respectfully submitted,

Laura Spear  
SMAHT member

*Laura Spear*  
*7/24/13*

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Approved 7/24/13