

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

Minutes of the July 24, 2013 SMAHT meeting.

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

Housing Consultant: Leonardi Aray

Town Planner: Karen Kelleher



1. Call to Order

The meeting was called to order at 7:06 PM.

2. Meeting Schedule

September 18

3. Minutes Review

Jim moved to accept the minutes of the June 19 meeting, Cynthia seconded. The minutes were approved with Trish abstaining.

4. Review invoices, correspondence

Jim moved to approve Leonardi Aray's most recent invoice for \$560, dated 7.23.13. Trish seconded, and the motion was unanimously approved.

SMAHT received correspondence that the Planning Board was interested in a Phase 2 of the Gleasondale Mill area study but did not have funding. SMAHT may want to consider funding a portion of a Phase 2 study relating specifically to housing. The Community Preservation Committee (CPC) may also be able to fund Phase 2, which includes affordable housing, historical preservation, and recreation/open space. Should it desire to proceed, the CPC would have to evaluate and determine whether administrative funds could be provided or if Town Meeting approval would be required. SMAHT may be able to fund the housing portion and be reimbursed with CPA funds. The same group that did Phase 1 would conduct Phase 2. Karen Kelleher will look into potential funding options for a fall Phase 2 project.

5. Trustee reports

a. Lender's Advisor Agreement: Mike sent the Lender's Advisor Agreement for Pilot Grove II. to Town Counsel, Jon Witten, who provided feedback. The agreement assigns someone to monitor and report on progress of the project. Signing the document gives us a copy of the report and has no down side; therefore, Mike signed the agreement.

b. Status on regional housing services group: Representing Stow, Karen Kelleher participated in the interviews this week for applicants who responded to the request for proposal. All three candidates seemed to be qualified. The interviewing group has not seen the bids, which were closed. A decision will be made within the next 10 days, and the selected applicant is expected to start work in September.

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c. Stow Community Housing Corporation loan repayment: SMAHT was advised that at the closing for Pilot Grove II (scheduled for this week), we will get a check cut to SMAHT for about \$10,544 to repay us for the loan, including interest.

Jim said that we should continue to keep the 323 Great Road parcel on our radar.

Cynthia requested that the Trust review its budget on a regular basis, including a balance statement, income statement, and expenses. Jim will follow up with the Town Administrator to see if we can get an FY2013 summary as a start.

Laura reminded the trust that the next informal regional housing meeting is August 15, featuring Rita Farrell, Senior Advisor at the Massachusetts Housing Partnership. Laura also provided the regional housing group with input on how affordable housing is integrated into the Housing Coordinators/Planners Network and local government for Stow.

6. Comprehensive Permit Policy update

Trish moved that SMAHT approve the policy and recommend the policy be adopted by the Stow Board of Selectmen, Cynthia seconded, and the motion was approved unanimously.

Trish moved that Laura will draft a memo to the Board of Selectmen advising them of our recommendation to adopt the Comprehensive Permit Policy. Cynthia seconded, and the motion was approved unanimously.

The memo will highlight positive aspects that the revised policy would provide:

1. The policy was drafted with participation from the Town boards and committees that are directly involved in Comprehensive Permits.
2. It includes a chart for objectively measuring how proposed developments meet Town standards.
3. The criteria reflect the Town's vision identified in planning documents such as the Master Plan and the Housing Production Plan.

7. Review Pilot Grove II closing costs authorization

Town Counsel spent considerably more time in reviewing documents, resulting in an expense that exceeded the previously approved \$4000: The actual cost was \$4680. SMAHT had also voted to reserve more money for the legal defense of Plantation II, but the actual cost was less.

Laura moved to authorize the payment of the extra \$680 for reviewing the Pilot Grove II closing documents, Trish seconded, and the motion was approved unanimously.

8. Legal issues status review

The invoice for the legal defense of Plantation II came in at a lower rate than the amount SMAHT had voted to approve. Mike will approve the invoice.

The appeal time is lengthy. However, should the abutter decided to proceed with the appeal, it would unlikely delay the project, as time is needed to identify a water source.

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9. Housing Specialist position for FY2014

The Town Administrator confirmed that we can extend the 2013 contract, and he advised a one-year extension with a not-to-exceed funding cap.

Jim moved to authorize the Chair to extend the Housing Specialist's contract (for Leonardi Aray) for FY2014 only and not to exceed 180 hours of work or \$12,600. Trish seconded, and the motion was approved unanimously.

10. Review report on Housing Specialist activities to Community Preservation Committee (CPC)

The Trust reviewed the report and billing summary, reflecting the total through June 1. Mike will forward them to the CPC for reimbursement. Mike will add a cover memo and highlight where we stood in terms of developing affordable housing in November, when work started, and again in June, when the fiscal year ended. He will also include the process and steps that we presented to the Board of Selectmen and where we now are in the process.

11. Housing Specialist report

a. Progress on pre-engineering study proposals: Leonardi reached out to multiple engineering firms to get pre-engineering proposals for the municipally owned parcels on Queens Lane and Pine Point. He received three proposals, each offering a different set of services and resulting in different cost estimates. Next steps are to go back to the three firms with more specific requests.

Trish moved to authorize the Chair to develop specific criteria for pre-engineering proposals, working with Leonardi. Laura seconded, and the motion was approved unanimously.

Leonardi also reported that he connected with Habitat for Humanity North Central Massachusetts. They budget for land acquisition based on the number of potential bedrooms. They also have an eligibility checklist. Resulting units support local preference and are eligible for the Subsidized Housing Inventory. Leonardi will continue to explore this option.

12. Discuss Planning Board's Gleasondale Project Report

The report did not include a lot of housing references. However, the team made connections with land owners and introduced the concept of development. Whatever development may eventually occur, housing will probably be included. Laura will check to see whether Hudson was involved and received the report.

13. Adjourn

Cynthia moved to adjourn, and Jim seconded. The vote was unanimous in favor. The SMAHT meeting adjourned at 8:59 PM.

Respectfully submitted,

Laura Spear
SMAHT member

Laura Spear 9/18/13

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