

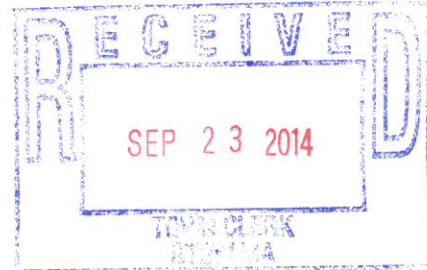
TOWN OF STOW
STOW MUNICIPAL AFFORDABLE HOUSING TRUST (SMAHT)

Minutes of the September 11, 2014 SMAHT meeting

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

FY14 Housing Consultant: Leonardi Aray

Assistant Planner: Jesse Steadman



Call to Order

The meeting was called to order at 7:12 PM.

1. Meeting Schedule

September 22

October 7

2. Minutes Review & Approval

Trish moved to accept the minutes of the July 9, 2014 meeting, and Cynthia seconded. The minutes were approved by Mike, Quince, Cynthia, and Trish. Laura abstained.

3. Correspondence, Bills and payments

a) Invoices – MAGIC Regional Housing Coordinator

We received two invoices from the Town of Hudson for the MAGIC Regional Housing Consultant Services for work done through FY 2014. The first invoice, #ST-Q1-2014 (January – March 2014), was for \$1430.00. The second invoice, #ST-Q2-2014 (April – June 2014), was for \$2990.00. Discussion included why it was taking so long to create the database. Mike asked the contact in Hudson and was told that there is nothing for SMAHT to see right now. There is also a new person in the role. Mike asked the Hudson contact for monthly billing and a summary of the activity. Jesse updated the Trust on the last MAGIC meeting, which included an update of this activity.

Trish moved to approve payment for both invoices. Cynthia seconded, and the motion was approved with Mike, Cynthia, Trish, and Laura voting in favor. Quince opposed.

4. Trustee reports

a) Housing Coordinators Meeting in Stow 9/19 at 8:30 AM in the 3rd floor conference room

Stow is hosting the next informal Housing Coordinators meeting. All are invited. **Katherine Lacy, MassHousing, Monitoring and Permitting Specialist**, has offered to come to introduce herself and to speak briefly about MassHousing's Chapter 40B affordable housing work. Following her talk, there will be an opportunity for attendees to bring questions and to share updates on affordable housing project progress in their communities.

b) Villages at Stow Summons

SMAHT Minutes, September 11, 2014

Approved 9/22/14

The Town is being named in a suit by the Villages at Stow condo association due to lack of payment of condo fees by one of the owners. The condo association is suing to place a lien on the property.

c) Prescott Drive Parcel

Quince reported that someone has a non-buildable lot on Samuel Prescott Drive and is interested in selling it. The parcel is just under one acre in size. We have a map and lot number but not much else. In terms of Chapter 30B requirements, we can have an initial conversation to see if we may be interested in exploring further. If we were to be interested, we'd need to issue an RFP to have more detailed conversations. We'll ask our FY15 Housing Specialist to do a preliminary look at the parcel.

5. Town Center Planning effort

a) 323 Great Road Land Use Proposals

Two topics: We have a request to provide input on the 323 Great Road parcel by September 26 as part of a UMass Town Center planning study, and we were asked to provide funding for the study. The Trust agreed on the value of participating in the Planning Board efforts for this parcel and discussed the need for better education on the need for affordable housing in Stow.

Proposal: The FY14 Housing Specialist had previously created scenarios for affordable housing on the parcel, which we can leverage for our proposal. The Planning Board will collect all proposals, review them, and provide to the UMass team. We discussed having the UMass group and/or the Housing Specialist provide visuals of potential housing.

UMass Town Center planning: The cost is \$8500 total. Laura moved to fund up to \$1417 towards the cost of the total project to cover the affordable housing portion of the planning project. Trish seconded. The motion passed with Laura, Trish, Quince, and Cynthia voting in favor and Mike opposing.

6. Town Parcels engineering studies

No new news.

7. Housing Specialist position for FY2015

a) Review Quotations

An RFP went out 10 days ago. Mike received inquiries from housing-related members from other towns. We have to seek three requests, and we received one response from Leonardi Aray. The proposal is for 10 hours a month at \$70/hour for a total of \$7000. The Trust agreed that the candidate met the requirements of the RFP.

Trish moved to find the applicant qualified and the process sufficient to offer a contract to the one respondent. The motion was approved unanimously. The first task is to work on the 323 Great Road proposal, which is due September 26. Leonardi was also asked to do a preliminary look at the Prescott Drive parcel, time provided, but the priority is to work on the proposal for 323 Great Road. At our next meeting, we will review the proposal for 323 Great Road.

8. Adjourn

Cynthia moved to adjourn, Trish seconded, and the motion was approved unanimously. The meeting adjourned at 8:54 PM.

SMAHT Minutes, September 11, 2014

Approved 9/22/14

Respectfully submitted,

Laura Spear
SMAHT member

Laura Spear
submitted 9/22/14

SMAHT Minutes, September 11, 2014
Approved *9/22/14*