

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

Minutes of the July 6, 2016 SMAHT meeting

SMAHT members: Mike Kopczynski, Quince Papanastassiou, Cynthia Perkins, Laura Spear, Ingeborg Hegemann

Housing Consultant: Leonardi Aray

Call to Order

The meeting was called to order at 7:00 PM.

Mike thanked Trish Settles for serving 12 years on the Stow Housing Partnership and SMAHT. Trish's term expired on June 30, and she decided not to renew. Cynthia's term also expired, and she did renew. We now have two open member positions.

SMAHT members introduced themselves to Ingeborg, the new Selectman member of SMAHT for 2016-2017.

1. Meeting Schedule

July 20: informational public meeting in regards to 241 Boxborough Road, location TBD
- Mike will contact the Town Clerk in regards to the date and space
August 3

2. Minutes Review & Approval

Quince moved to accept the minutes of the June 1, 2016 meeting, and Cynthia seconded. The minutes were approved by all but Ingeborg, who abstained.

3. Correspondence, Bills and payments

We received a \$980 bill from Leonardi Aray, invoice #150906, for 14 hours of work. Quince moved to approve payment, Cynthia seconded. The motion was approved unanimously.

We also received a public records request for content related to 241 Boxborough Road and the Chapter 61A process. It arrived today. Mike believes we will coordinate with the other Town boards and committees to provide the requested information.

We have not received a bill yet from Stamski & McNary for work done in FY2016. Leonardi will follow up.

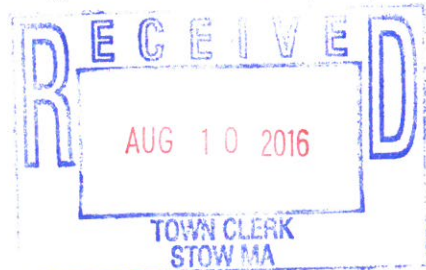
4. Trustee Reports

a) Habitat update

At our last meeting, Habitat for Humanity North Central Massachusetts Executive Director, Carolyn Read, spoke with SMAHT about the Critical Home Repair program. Habitat has an application from a Stow resident for repairs for the roof, soffit, and other related issues at a cost of about \$10,000. Cynthia shared that Habitat can provide funding for some of the repairs, and

SMAHT Minutes, July 6, 2016

Approved 8/3/16



Middlesex Savings has now agreed to provide \$2000 as a grant to get started. Carolyn will also begin developing a local private fundraising committee in Stow, and Cynthia will be involved.

b) RFP for Housing Consultant

Mike had drafted a proposal for a Request for Quotation for an Affordable Housing Consultant, approved with edits at our last meeting. It is for 2 years at \$10,000 per year with the agreement of both parties and was issued today.

Quince said that the Department of Housing and Community Development (DHCD) is now recording the mortgages for affordable housing units. This is a new policy. With our comprehensive monitoring program with MetroWest Community Development and affordability deeds that are in perpetuity, we should have fewer units drop off the Subsidized Housing Inventory (SHI).

5. Chapter 61: 241 Boxborough Road update

a) Current Status

At the last Selectmen's meeting, the Board of Selectmen decided that there was no impediment to prevent the Chapter 61 land from going to Special Town Meeting on August 8. SMAHT received a draft of the Town Meeting article about the Town exercising its option from the Selectmen's office, based on past, similar articles. The article addresses both the Lot 2 parcel and Lot 3. The Community Preservation Committee has also drafted a warrant article for using Community Preservation Act funds for the acquisition of the back parcel of Lot 2. The Town Administrator and Town Counsel need to review the draft articles.

Lot 3 is currently permitted for a hammerhead lot with a 5 bedroom house and an accessory apartment [allowed by right based on the zoning bylaw]. However, it is difficult to design a definitive plan within the 120 days that the Town has to exercise its right of first refusal. Mike proposed creating a working group that would include public participation to develop the plan for appropriate housing, using this as a model for future town-sponsored projects for affordable housing.

If we can't create more housing than what it already permitted, then the Town could sell the property. However, at this time, we're looking for support to move forward and explore the options.

b) CPC vote

The Community Preservation Committee (CPC) voted to support an article for \$40,000 in Community Preservation Act funds for Lot 2.

c) Funding options

Lot 3 could be acquired by SMAHT funds or through Town bonding, which would require a vote. If we spend SMAHT funds, we may be able to apply to the CPC for replacement funds.

SMAHT Minutes, July 6, 2016

Approved 8/3/16

d) Informational Meeting (non-quorum)

The information meeting would be for public input and questions, be televised, and address as many questions as we can at this time. As this is an informational meeting, a quorum is not required. At this meeting, we should explain Chapter 40B, the affordable housing landscape in Stow, and the Chapter 61 program at this meeting. We'll use the Selectmen's presentation as a start. Laura will develop the Chapter 61 section, and all additional SMAHT input should be sent to Mike as keeper of the master. Ingeborg said we should set the context for where in Town these parcels are located, the approved development across the street, what was previously approved, a solution without the shared drive, the topography and wetlands, and so on. We may also want to show where affordable housing already exists in Stow, what is actively being worked on, and what is proposed. SMAHT discussed other content that should be included in the informational meeting.

6. Housing Consultant Report

Leonardi will be on vacation from July 16-27.

a) RFP Status

Leonardi prepared a Request for Proposal (RFP) for the Pine Point parcel. We'll need to add a timeline. We should advertise a briefing session and determine a due date. We also need to determine how to respond. The Town Administrator has a process for this. The RFP is for up to 4 housing units, but this could change. The draft also says the maximum funding available for infrastructure costs would be \$60K, but if SMAHT funds are used to purchase 241 Boxboro Road, we won't have that amount available. The RFP includes an evaluation criteria, including experience in securing funding as the most advantageous.

Leonardi recommended a separate SMAHT funding program specifically for this program versus existing grant and loan programs. SMAHT would convey the land to the developer.

Discussion was held about the SMAHT funding language. If we submit it in mid-August, SMAHT can begin reviewing applications by the end of September. Leonardi will leave open the capped fund. The maximum number of units is 4 with a maximum of 8 bedrooms. The RFP is for 80% average median income (AMI).

We will know in mid-August the funding that SMAHT may have to include in the RFP in order to finalize and issue the RFP.

b) Engineering Studies update

Leonardi received an engineering schematic with an 8-unit building and 8-car parking area with a 15 foot retaining wall. Stamski & McNary will revisit the plan.

7. Housing Production Plan Comments and Review

Laura attended another Planning Board meeting to review the Housing Production Plan (HPP). The Planning Board provided additional input: They wanted us to add the deed restriction program for existing housing as well as purchasing inexpensive homes and repairing them and

SMAHT Minutes, July 6, 2016

Approved 8/3/16

then certifying them. Laura asked MetroWest Community Development to add this as a strategy to the HPP but at a lower priority due to the challenges in achieving these strategies.

MetroWest Community Development will review all final input and comments from SMAHT and the Planning Board and will create one last final draft, expected the week of July 11. Nathan from MetroWest Community Development will send the final version to the Planning Board, the Board of Selectmen, SMAHT, and DHCD for review. Once the Board of Selectmen and the Planning Board sign off on it, we'll submit the final version for DHCD for official approval.

8. Public Comment

There was interest in seeing homes from Habitat for Humanity in Ayer: SMAHT provided contact information for Carolyn Read.

Is it possible to see the engineering data for 241 Boxboro Road? We are waiting for the information.

Will there be a traffic study for 241 Boxboro Road? A formal traffic study would be part of the definitive plan. However, informally, Mike committed to check with the Highway Department, and the Town employees who do that are on vacation. Mike will follow up when they return.

9. Adjourn

Quince moved to adjourn, and Cynthia seconded. The motion was approved unanimously. The meeting adjourned at 9:04 PM.

Respectfully submitted,

Laura Spear, SMAHT member

Laura Spear
8/3/16

SMAHT Minutes, July 6, 2016

Approved 8/3/16