

TOWN OF STOW
STOW MUNICIPAL AFFORDABLE HOUSING TRUST (SMAHT)

Minutes of the October 12, 2016 SMAHT meeting

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

Housing Consultant: Leonardi Aray

Call to Order

The meeting was called to order at 7:20 PM.

1. Meeting Schedule

November 21

December 14

2. Minutes Review & Approval

Cynthia moved to accept the minutes of the September 21, 2016 meeting, and Laura seconded. The minutes were approved by Mike, Laura, and Cynthia. Ingeborg abstained.

3. Correspondence, Bills and payments

We placed an ad for the Pine Point Request for Proposal (RFP) and were billed \$70.38. Cynthia moved to approve payment of \$70.38 for Community Newspaper Company, Laura seconded, and the motion passed unanimously.

Mike got an email today about the potential sale of an affordable unit on Heather Lane, forwarded from Reiko Hayashi from the Department of Housing and Community Development (DHCD). The memo appears to be about a resale, but it references the Town exercising its right of first refusal. We do not understand why. Mike forwarded it to Metro West Collaborative Development for follow up.

A bunch of correspondence for SMAHT was put in the Stow Affordable Housing Authority mailbox, including a legal notice from July. Mike will make sure we get the SMAHT mail.

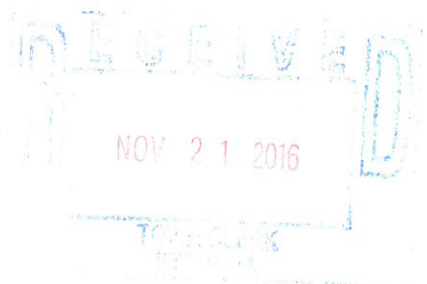
4. Trustee Reports

a) Financial report: We don't have it yet.

b) Trustee recruitment: We have two slots that need to be filled. Cynthia will try to tap into the Gleasondale planning/improvement group. She will also contact Bruce Fletcher to see if he can recommend anyone. We could write an article for the local paper. Mike said that he had a conversation with the Town Clerk, who said it is difficult recruiting the next generation of residents to volunteer on committees in town.

Laura attended a meeting to discuss the regional housing agreement that funds MetroWest Collaborative Development. The current contract expires December 31, and the towns will need to issue another RFP. There is another meeting in two weeks to discuss next steps and funding requirements.

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5. Housing Production Plan Update

Since our last meeting, the Board of Selectmen approved the Housing Production Plan, and it was sent to DHCD for approval. We expect a quick turnaround time for approval.

6. Pine Point parcel update

a) RFP update

The deadline for RFP proposals was 10/11/16 at 2 PM. Laura went to the Selectmen's Office to confirm receipt. We received one response from Habitat for Humanity North Central Massachusetts, and we opened it at the meeting. The response was complete and meets all of the requirements of the RFP: It is "responsive." The proposal is for two units, each having two bedrooms, 1 ½ baths, and about 1100 square feet of living space. The proposal includes a request for \$150,000 in Stow Community Preservation Act funds as potential income for the project.

The Trust discussed the approach for CPA funds, the process for the disposition of land, and the 30B procurement process and requirements. We will need legal counsel, and Leonardi recommended a real estate lawyer. Mike will first contact the Town Administrator, who is the Town Procurement Officer.

Discussion also included the location of the houses and where the septic and well will go and whether additional funding can change the location of the proposed housing units. The proposal included a concept plan based on the pre-engineering work we had previously done.

The timeframe for selecting a proposal is 60 days from the due date.

Next steps:

1. Decide whether to accept the proposal
2. Find an attorney
3. Create a development services agreement; add some reasonable timeframe to raise money and start construction
4. Investigate process for conveyance of land

In order to decide whether to accept the proposal, the Trust would like some clarification on the proposal. The RFP stated that the Trust may or may not contact the proposers with follow up questions. Mike will ask Carolyn Read, the Executive Director for Habitat for Humanity North Central Massachusetts, about templates, fundraising including CPA funds, and the local project committee. The goal is to make a formal decision at our next meeting.

We will also contact the three references about their overall experiences, conveyance process, development services agreement, and how fundraising went. Laura will contact the Acton reference. Leonardi will contact Fitchburg. Cynthia will contact Ayer.

b) Community outreach

Mike sent out a letter to abutters and submitted a similar version as a letter to the editor for *The Stow Independent*. The essence of the content is that we are following a process and there are

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many chances for abutters to get involved. Leonardi asked if we gave the Town Administrator and the Clerk a copy – we'll do so for future communications.

7. 2016 Activity Plan

Mike will focus on reviving the former deed restriction program and recast it as a senior program, potentially called Equity and Tax Limitation Incentive Program/Payment (EATLIP). He will be meeting with our state senator and representative to understand the right way to get this approved as a legislative program.

The Trust also quickly reviewed the priority "A" items from the final draft Housing Production Plan. We are already working on some. Others are not time sensitive.

8. Adjourn

Ingeborg moved to adjourn, and Cynthia seconded. The motion was approved unanimously. The meeting adjourned at 9:13 PM.

Respectfully submitted,

Laura Spear, SMAHT member

*Laura Spear
submitted 11/21/16*

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