

## **Housing @ Hildreth House Committee (H@HHC)** **Meeting Minutes – January 3, 2017**

*Members Present:* Hank Fitek, Sue Guswa, Rick Maiore, Fran Nickerson, Victor Normand, Lucy Wallace

*Guests:* Bill Scanlon, Planner; Marie Sobalvarro, Assistant Town Administrator/Human Resources Director/Procurement Officer; Joan Eliyesil, *Harvard Press*

Administrative: Meeting was convened at 1:35 PM. The minutes of December 15, 2016 meeting were approved as written.

Funding: Since its vote to grant \$30,000 for this project, the MAHT has been advised by Town Counsel that he believes CPA funds (which are the major source of funds for the MAHT) can only be used for projects having 25% affordable units and built under a comprehensive permit. Rick suggested two options: we commit to the project being 25% affordable or we forego the \$30,000 grant and not provide any affordable units. It was agreed that having 25% of the units affordable would make the project less appealing to a developer, bring in less revenue to the town in the sale of the land, and would make the market rate houses miss our target of moderate priced housing. Sue wondered how many units the site really can accommodate and if we wanted to complicate the project with affordable units, noting the intent of this project is to provide senior housing and having moderate-priced housing for seniors.

Bill reminded the committee that the town was receiving \$5,000/unit built and sold at Trail Ridge. He was uncertain whether this applied to market rate units or affordable units and will review the permit. He also will follow up with the Town Treasurer to see what the town has received to date and if it has been transferred to the MAHT. These funds should be available to cover engineering.

Victor suggested that the MAHT had, within its rights, the ability to grant funds, regardless of source, to support affordable housing, adding \$30,000 for 2 affordable units was a bargain.

Discussion was tabled in order to meet with Marie on engineering bids.

Engineering: There had been some confusion about who was to send the draft engineering RFQ to Marie and send out the RFQ. Therefore, nothing had yet been posted. Marie advised the committee that only she, as the Procurement Officer, could send out bid requests. The committee then went through its RFQ adding, correcting and clarifying information that Marie would need. The site description was corrected to add the Fire Station land, as we may need a portion of it for a road. Marie requested several documents that should be provided with the RFQ: 1) Rick will confirm the septic capacity for her; 2) Bill will give her copies of the plans showing the water and sewer lines (as installed by the contractor), and 3) as it was agreed we did not need 1' contour mapping at this time, Marie will supply the current site plan prepared for the Hildreth House Phase 1 project. The number of units was changed to read "up to 20" rather than "16-20". The paragraph regarding access to the site was deleted, as it is no longer relevant. As Marie will get the RFQ out in the next week and believes it only needs to be out for 2 weeks, the dates were revised as follows: 1) date for submission of qualifications – January 26, 2017; and 2) date for first deliverable – February 23, 2017.

Rick noted the original time line of going to the Selectmen's 2/16 meeting (therefore, having information for their packets by 2/9) had been set so that authorization to sell the land could be presented to the Annual Town Meeting in April. Given the later dates, this was no longer feasible. Lucy

suggested a special town meeting could be called in June or later to present a proposal and get authorization to sell the land.

Discussion returned to funding.

Funding: As we need to have confirmation of a funding source before awarding a contract, we discussed various options, the primary two being the MAHT grant or the Rantoul Trust. In the case of the latter, perhaps the Trust could be repaid from proceeds from the sale of the land. Vic suggested that we request a joint meeting of the MAHT and Selectmen at the latter's January 17<sup>th</sup> meeting, given that a majority of the Selectmen are also a majority of the MAHT Trustees. Lucy will speak to Ken Swanton about putting this on the agenda.

Election of Vice Chair: Victor was nominated and elected Vice Chair.

Meeting adjourned at 2:35 PM. Next meeting will be at 1:30 PM on Tuesday, January 26, 2017.