

Housing @ Hildreth House Committee (H@HHC)

Meeting Minutes – December 15, 2016

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 PM. The minutes of December 8, 2016 meeting were approved as written.

Review of 12/8 Action Items:

1. Funding for Engineering: Victor reported on his meeting with the Municipal Affordable Housing Trust. Instead of a loan to this committee, the MAHT voted to make a grant of \$30,000 to fund development of a preliminary site plan, provided we include 2 affordable units in the development. The following motion was made and unanimously approved: “Two of the units to be built on the Hildreth House property will be affordable as defined by the state.” Rick will send a letter to the MAHT confirming this intention. Lucy will contact the town treasurer, Amy Haley, to set up an account to receive and disburse these funds.
2. Chapter 30B – Procurement: Rick invited Marie to the meeting to explain the requirements of Chapter 30B as they pertain to retention of engineering services. Although engineering services are exempt from Chapter 30B, Marie strongly urged the committee to reach out to several engineering firms. She suggested an email solicitation and confirmed that we did not have to select the lowest bidder. Discussion followed on the contents of the email and agreed on the following:
 - Development of a preliminary site plan suitable to obtain Planning Board approval;
 - First step – 2 or 3 conceptual plans showing road layout, ledge and large trees, water and sewer lines, building envelope, 1-foot topographic mapping; and
 - Second step – Preliminary site plan of proposed site development (based on selected conceptual plan) to take to the Planning Board for preliminary approval.

Marie reminded the committee that Hildreth site is currently under the control of the contractor working on the Hildreth House and, therefore, not accessible to engineers. The current schedule, however, estimates that the contractor will be turning control back to the town on January 10th, at which time it will be accessible to the engineers.

3. Floor Plans: Lucy recently met a senior resident, Carol Greenough, who had built her own house which offered many of the amenities we are considering. She is willing to meet with us and/or give a tour of her home. Sue, Fran and Michelle Catalina have been investigating various floor plans and senior housing developments in the surrounding towns. Sue listed key criteria we need to consider, including:
 - Accessibility
 - Appropriate for senior living (width of doorway, door handles, etc)
 - 1 or 2-car attached garage
 - 1st floor living area, including master bed/bath
 - Storage space

- Laundry room (preferably close to the master bedroom)
- 2nd bedroom and bath on 2nd floor (to minimize unit footprint)
- Free standing or duplex units

Michelle had found several websites with suitable floor plans which she had forwarded to Sue. Sue will forward the links to the rest of the committee. Fran also had some floor plans (ranging in size from 800 sq ft to 2,500 sq ft) which she passed around. Vic suggested another site to review for floor plans: www.55place.com. He also noted that large developers have studied and know the market preferences for senior housing.

Phase 1 Milestone: Rick asked reminded the committee that we are expected to report on Phase 1 to the Selectmen on February 9th. The work we need to have completed by then will include:

- Number of units
- Square footage (or range)
- Mix of free standing and duplexes
- Road configuration
- Drainage mitigation
- General sense of what the site will look like when developed

Working back from this date, the following milestones were set:

- RFP due 1/3 at noon
- Next committee meeting 1/3 at 1:30 PM
- Take recommended engineering firm to 1/3 Selectmen meeting for approval
- Conceptual site plan due 1/30
- Meeting with Selectmen on Phase 1 - 2/9/17

Meeting adjourned at 1:55 PM. Next meeting will be at 1:30 PM on Tuesday, January 3, 2017.