

## HARVARD MUNICIPAL AFFORDABLE HOUSING TRUST

### Meeting Minutes – January 6, 2014

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**MMAHT members in attendance:** Barbara Brady, Leo Blair, David Hopper, Evelyn Neuburger and Greg Schmidt.

**Also in attendance:** Jesse Johnson, P.E. of David E. Ross Associates, Inc.

**Call to order.** Meeting was called to order by Vice Chairman Brady at 7:00 PM.

**Approval of Minutes of November 9, 2013.** Upon motion by Hopper, seconded by Schmidt. In favor: Brady, Blair, Hopper, Neuburger and Schmidt. No discussion. **The Minutes of November 9, 2013, were approved, as circulated.**

**Approval of Executive Session Minutes of November 9, 2013.** Upon motion by Blair, seconded by Hopper. Typographical amendment in paragraph three, item 2) Buyer would pay septic ~~assignment~~ assessment. In favor: Brady, Blair, Hopper, Neuburger and Schmidt. **The Executive Session Minutes of November 9, 2013, were approved, as amended.**

**Financial report.** Hopper distributed the handout: "Harvard Municipal Affordable Housing Trust FY 2013-2014 Change in Financial Position, as of 12/15/2013." Hopper noted that the previous financial report had not included the FY13 expended funds, which resulted in an overstatement of available funds by about \$100,000. Therefore, including outstanding bills, the net funds retained are in the \$270,000's.

Hopper reported that the safe deposit box will be at the Middlesex Savings Branch in the town of Maynard. One of the forms requires the signatures of all of the trustees. The form is in the possession of Harvard Town Clerk Janet Vellante. Keys will be held by three trustees: Nickerson, Brady and Hopper.

Hopper said that bill payments are not currently coordinated with the warrant. This is causing inconvenience to the town and may be one reason why the town has mentioned financial separation of HMAHT from the town. Mail pickup needs to be streamlined so that invoices are paid on schedule with the warrant. Liz will pick up the mail every Wednesday or Thursday, scan and email to Hopper, with cc: to Nickerson and Brady. Brady will problem-solve with Finance Director Lorraine Leonard. Blair said that 5013c should be on the next agenda.

**Discussion of support for Great Elms project.** Blair reported that, as directed, he went to the CPC and asked for \$200,000. CPC has committed about 30 % of their funding to the town hall project. At this time, the Community Preservation Committee has \$350,000 to distribute amongst various funding requests—and this is before spending on the town hall. Blair communicated to the CPC that the least the HMAHT could live with would be \$100,000. In the case that the CPC receives extra funding, then the HMAHT would want about \$45,000 in additional funding.

Brady said that the best way to get projects funded is to partner with a developer and try to remain liquid to fund projects. We must ask ourselves: How much per unit can we subsidize? Blair noted that the cost of education and infrastructure is higher than the cost to build.

**Review of 166 Littleton Road site analysis being performed by Ross Associates.** Ross Associates senior project manager Jesse Johnson distributed four maps: Concept overview, Lot 1 and 2 Concepts, Lot 3 and #166 Concepts, and Backland Concept. Johnson indicated that wetlands are an issue.

The existing house was used as the control point for setting property lines. Johnson confirmed that it would be relatively easy to get the existing 11 bedroom house going with ten bedrooms upstairs and one bedroom downstairs.

Johnson said that the magic number for one well is 12 bedrooms, eg., six 2 BR units, with 24x28 footprint. The issue is the long access road to the units. In this plan, wetlands would be disturbed, but 40B allows some disruption. The existing cart path could be the driveway. Johnson added that the soil is good and there is a great perk.

Blair noted that the property itself is valuable because it falls within existing zoning. Ross Associates have proved what is possible and now it is time for the market to determine the next step. Johnson said that the current concept plans could be cleaned up and presented as they are. The grades on the drawings are real; Ross Associates could add numbers to the grades. Developers could do their own designing.

Schmidt asked if the 3 lots are arbitrary and Johnson said yes, adding that the 3 ANR lots (Approval Not Required) are of huge value to a developer. Blair said that Neil Angus at Devens Enterprise Commission does great work and could potentially use one of their boiler plates to create an RFP for the property (for a fee).

Schmidt asked if the wetlands section of the property could potentially be turned into a park without sacrifice of value. Johnson said yes.

Brady said that the trust would need more refined plans as soon as possible, so that by the next meeting, the Trust could be ready for an RFP.

Blair made a motion to: A) ask Ross Associates to bring the concept plans to a level sufficient for the HMAHT to offer an RFP, and B) authorize Johnson to mention the property to developers who may be interested. Second by Schmidt. In favor: Brady, Blair, Hopper, Neuburger and Schmidt. **Ross Associates will bring the concept plans to a level sufficient for the HMAHT to offer an RFP. Johnson is authorized to mention the property to developers who may be interested.**

Blair will speak with Neil Angus. Brady said that the Trust may want to schedule an interim meeting with the DEC, if they are interested. The goal would be to have something ready by March.

Hopper said that trustees should make a short list of requirements that should be in the RFP. Blair agreed, but advised against getting too caught up with a vision. Potential criteria were discussed,

including: 25% or 40% affordable, maintenance of open space that is available to the public, maximum density, snow mobile trail to be kept open, and preference for Harvard residents for some of the affordable units.

Motion to adjourn. Upon motion by Hopper. Seconded by Blair. In favor: Brady, Blair, Hopper, Neuburger and Schmidt. **The January 6, 2014 HMAHT meeting adjourned at 8:52 PM.**

### **Documents**

Agenda of January 6, 2014.

Minutes of November 9, 2013. (There was no meeting in December.)

Executive Session Minutes of November 9, 2013.

Harvard Municipal Affordable Housing Trust FY 2013-2014 Change in Financial Position, as of 2/15/2013.

Ross Associates maps: Concept overview, Lot 1 and 2 Concepts, Lot 3 and #166 Concepts, and Backland Concept.

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Minutes taken by Liz Garner

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