

**Harvard Municipal Affordable Housing Trust
Meeting Minutes - April 14, 2014**

Members in Attendance: Barbara Brady, Leo Blair, David Hopper, Evelyn Neuburger, Bruce Nickerson, Greg Schmidt

Call to order. The meeting was called to order by the chair at 7:05 PM. Nickerson told the committee that Liz Garner has resigned as secretary due to a family matter. Schmidt agreed to take the minutes of this meeting.

Approval of minutes of March 17, 2014.

In the third paragraph under CHOICE, the second sentence has been amended to read, “Brady suggested that this counted as support.”

Minutes moved by Schmidt, seconded by Brady, passed unanimously.

Treasurer

No real changes. We received \$793.91 in interest from town, leaving a balance of \$252,543.73 as of today.

Handout of RFP & Procedural Issues

Discussion of initial draft and set up a process for incorporating comments, including a variety of issues from price to % of affordable units, and preliminary ideas for a time line.

We reached consensus on the following:

- the initial RFP should be for the entire property.
- “# of units, rental or otherwise, will be decided after proposals come in, and will be in keeping with the Town Master Plan and Planned Production Plan.
- all suggestions/questions to a specific email account (one to be created).
- on a specific date we will gather to meet and answer the questions.
- walk-through 4 weeks after RFP issue.
- questions must be in writing, by date two weeks after walk through.
- 45 days after walk through will be proposal deadline.
- this will be a friendly 40B, local initiative project with support of trust.
- RFP will be put on town website.
- set a date for normal meeting and put RFP on agenda.
- review of proposals will be executive session.
- proposals should include 1 original and 7 copies.
- Our intent is to make a decision within 90 days of proposal deadline.
- Mark Lanza will review RFP at our expense.
- We should meet every two weeks for the foreseeable future.

Next meeting April 28th with following one on May 12th.

Meeting adjourned at 8:55 PM

Respectfully Submitted,
Greg Schmidt