

Housing @ Hildreth House Committee (H@HHC)

Meeting Minutes – December 8, 2016

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

Guests: Michelle Catalina, Planning Board; Bill Scanlon, Planner; Cal Goldsmith, GPR; Joan Eliyesil, *Harvard Press*

Administrative: Meeting was convened at 1:05 PM. The minutes of November 18, 2016 meeting were approved as written.

Review of Charge: Rick reminded the Committee of the charge which requires a report to the Selectmen by February 9, 2017. This date is driven by the need to place an article on the warrant for the 2017 Annual Meeting regarding disposal of the land. He distributed a proposed work schedule which he had divided into 3 parts with specific tasks within each part ranked by priority of timing. Lucy suggested adding a targeted price range for the units to Part 2. Factors to drive target pricing would include buyers' income levels and construction costs.

Site Development and Constraints: Various aspects of the development of the site and the size of the building area were discussed, including:

- Define area suitable for housing (perhaps by excluding no-build areas)
- Preference is to sell, as opposed to lease, land to developer
- Having complete development proposal would be beneficial for town meeting approval of land sale
- Having permits (or at least preliminary approval) for development would be most attractive to developer (minimizes the risk) and would bring highest bid
- Recommend that 10% of the units (2 units in a 16-20 unit development) be affordable as defined by state and, therefore, could count towards the town's 10% affordable requirement
- Need to determine preferred road layout: one-way around perimeter of site; two-way and only up to furthest unit; one-way along western side of property and then around the Hildreth House, joining its parking area on the east side of the building
- Prefer to keep housing to west side of property and not allow on eastern slope between Hildreth House and Ayer Road
- The site and development must be attractive, as this will be in a prime location and on valuable town land

Cal noted that the first step, in terms of engineering, would be the development of a preliminary or conceptual site plan. This would include road layout (including grading and drainage), water and sewer lines, building envelope, 1' topographic mapping (including further definition of ledge and rock outcropping and location of larger trees). Cal asked about septic capacity and was advised by Rick that 3,000 gal/day were being held for this project. For senior housing, this translates to 16-20 units. Cal asked about the unit footprint and all agreed that there is to be one floor living with a possible 2nd bedroom and bath on the second floor. Each unit must have an attached garage, preferably for 2 cars. Living area would be between 1500 and 2000 sq. ft. Preference was also for single family or duplex units. Michelle will send Cal the recently passed zoning bylaw which will control development of this site. Finally, Cal recommended getting an architect sooner rather than later to help with design.

Funding for Cal's engineering work was discussed. Lucy noted 2 options: request a reserve fund transfer from FinCom or for use of Rantoul Trust funds from Selectmen. Victor suggested asking the Municipal Affordable Housing Trust for funds, as 2 of the units will be affordable. Cal will give Rick an estimate for the engineering costs by Monday, the 12th, as the next meeting of MAHT is that evening. He estimated that his fee for the preliminary/conceptual plan would be between \$80k and \$100k; Rick suggested asking for "not to exceed" \$115k. Lucy will ask to have the request on the agenda. She also will confirm that engineering services are exempt from Chapter 30B procurement laws.

Assignments: Rick asked for volunteers to take on a couple of assignments:

- To research possible floor plans: Fran, Sue and Michelle
- To develop possible road layouts: Cal and Bill
- To seek funding from MAHT to cover engineering: Lucy and Victor

Meeting adjourned at 2:35 PM. Next meeting will be at 1 PM on Thursday, December 15th.