

**Housing @ Hildreth House Committee (H@HHC)**  
**Meeting Minutes – March 14, 2019**  
**Volunteers Meeting Room, Town Hall**  
**13 Ayer Road, Harvard, MA**

*Members Present:* Pablo Carbonell, Hank Fitek, Rick Maiore, Victor Normand, Lucy Wallace

*Staff:* Chris Ryan, Director, Community & Economic Development

The meeting was convened by Chairman Rick Maiore at 8 AM.

Administrative

The minutes of the February 14, 2019 meeting were approved as presented.

Updates

*Fire House Study:* Rick reported that he and Pablo Carbonell had recently walked through the Still River and Center Fire Stations, as well as the old Ambulance Building. The Fire Chief would like to have all equipment, training and storage areas, and office in one facility. In addition, he would like to have four drive-thru lanes (each lane accommodating two pieces of equipment). Rick and Pablo both felt the Center Fire Station was at capacity now, even with two other locations for equipment storage. The on-going study assessing needs and facilities should be completed this spring.

*Request for Interest (RFI):* A Request for Interest had been drafted by Chris Ryan and was distributed for comment. Committee members offered suggestions for describing the project for which we are seeking ideas, covering number of bedrooms, unit size, sewage capacity, bonus rooms or dens in addition to bedrooms, and provisions under zoning bylaw. Victor Normand felt that there is no market for one bedroom units. Instead a two-bedroom unit would be most popular. This led to a discussion on how best to describe unit size and number of bedrooms: based on total bedrooms the anticipated sewage permit would allow (27 per Title V at 3,000 gpd) or number of units we would expect (16 -18) given the site size. Rick clarified that the Sewer Commission is guided by Title V requirements, but, as there will be a single connection point for this development to the Town Center sewer system, it can be capped by the Commission at a fixed gpd (3,000 gpd is current estimate). This was the process used for the Sewer Commission's permit to The General Store: rather than defining the number of tables allowed, it granted the business a set gpd. Pablo noted, on the other hand, that Title V allows for lower gpd in senior housing and felt it was important to note that in the RFI. Victor advocated for defining, and eventually limiting by deed restrictions, the average unit size, limit to a 1-car garage, and require a first floor master bedroom. Lucy Wallace was concerned that the requirements for the submittal were too onerous for an RFI, and would be more appropriate in the Request for Proposals.

Rick reminded the Committee that the point of issuing the RFI was to generate ideas and, therefore, it should not be too restrictive in defining the project. Chris will amend the RFI as follows:

Section B4c: correct reference to zoning restriction on number of bedrooms to read that no more than 25% of the units can be 3 bedroom, with the balance 1 or 2 bedroom.

Section B5b: add note that Title V allows lower gpd for septic systems serving senior housing.

Section B10: Delete

Add a Section E., Deed Restricted criteria, specifying:

- Average unit size – 1,200 sq ft
- First floor master bedroom with full bath
- 1 car garage

With these changes to the draft, the Committee approved the RFI. Chris will circulate a final draft for Committee members to review.

A next meeting date was not set.

The meeting was adjourned at 9:15 AM.