

**HARVARD ZONING BOARD OF APPEALS
MEETING MINUTES
MARCH 26, 2014
APPROVED: April 23, 2014**

Chairman Chris Tracey opened the meeting at 7:31pm in the Town Hall Meeting Room under Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Chris Tracey, Steve Moeser, Robert Capobianco (by Skype) and Orville Dodson

Others Present: Liz Allard (LUB Admin), Douglas Deschenes (Deschenes & Farrell, P.C.), Connie Donahue (CHOICE), Maura Camosse (WIHED), and Rose White (WIHED)

Continuation of a Comprehensive Permit Hearing – Chelmsford Housing Opportunities for Intergenerational and Community Endeavors, Inc. Opened at 7:31pm (See page 2 for detailed minutes)

Adjournment

Steve Moeser made a motion to adjourn the meeting at 8:25pm. Robert Capobianco seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Zoning Board of Appeals

Continuation of a Comprehensive Permit Hearing Meeting Minutes

Chelmsford Housing Opportunities for Intergenerational and Community Endeavors, Inc. 105 Stow Road

March 26, 2014

The hearing was opened at 7:31pm by Chairman Chris Tracey in the Town Hall Meeting Room under Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Chris Tracey, Steve Moeser, Robert Capobianco (by Skype), Orville Dodson and Michael Lawton

Others Present: Liz Allard (LUB Admin), Douglas Deschenes (Deschenes & Farrell, P.C.), Connie Donahue (CHOICE), Maura Camosse (WIHED), and Rose White (WIHED)

This hearing was continued from March 5, 2014 for a Comprehensive Permit filed on behalf of Chelmsford Housing Opportunities for Intergenerational and Community Endeavors, Inc. (CHOICE) for the creation of nine units of affordable, rental housing known as "The Elms" at 105 Stow Road, Harvard.

Attorney Douglas Deschenes stated the purpose of this evening is to review and address concerns with the financial numbers for this project. Maura Camosse, from the Woman's Institute for Housing and Economic Development (WIHED), presented a power point presentation, "C.H.O.I.C.E., Inc. and the Chelmsford Housing Authority – Creating partnerships to expand housing opportunities". Ms. Camosse discussed the financing structure for Stow Road. The pro-forma includes \$18,600 for maintenance to cushion any unforeseeable events. Any excess funds are put into the reserve fund. Ms. Camosse stated \$5000 will be put in reserve each year for the septic and well. There were questions in regards to the lenders and their continued support of the project. Rose White, from WIHED, stated the lenders are in this because they want the projects to succeed. Chris Tracey asked how many CHOICE projects are not on town sewer and water. Connie Donahue stated the facility in Weston is on private water and sewer. When asked about the potential of the project one day not being affordable housing, Ms. Camosse stated the property has deed restrictions from the Town that require the site to be affordable.

Robert Capobianco asked about the pro-forma as submitted and the inconsistency with the numbers. Ms. Camosse stated there has been no inconsistency with the numbers as submitted; they further detailed the figures for better understanding by the Board. Mr. Capobianco asked who will ultimately own the property. Attorney Deschenes stated CHOICE, Inc., or another limited liability corporation (LLC) operated by CHOICE; funding requirements may require the property to be an LLC. The applicants were agreeable to a condition within the final permit that would require excess cash flow be placed into the reserve account until it reaches \$30,000, beyond that CHOICE would be allowed to add to that fund as they see fit. Mr. Capobianco asked if the reserve will be held in a separate trust fund that will not be taken upon bankruptcy. Attorney Deschenes was not sure, but will confirm for the Board. Mr. Capobianco stated he was much happier today with the details of the pro-forma.

Connie Donahue discussed the services provided by CHOICE, Inc. to their tenants, which includes a financial literacy program and promoting economic self sufficiency. CHOICE developments operate a vacancy rate of less than 1% per year. Typically CHOICE is able to fill a vacancy within three months. The subsidies CHOICE receives are tied to the individual units on

a given project, therefore if a tenant leaves CHOICE continues to receive the subsidy for the unit for three months.

Mr. Tracey asked where the applicant is with permitting through the Board of Health. Attorney Deschenes stated that they have not completed the permitting process with BOH. Attorney Deschenes add he would be submitting a revised waiver list to include those under zoning in regards to septic systems.

Chris Tracey made a motion to continue the hearing to April 9, 2014 at 7:30pm in the Town Hall Meeting Room. Steve Moeser seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Continuation of a Comprehensive Permit Hearing – Chelmsford Housing Opportunities for Intergenerational and Community Endeavors, Inc.

- ❖ Power Point Presentation titled - C.H.O.I.C.E., Inc. and the Chelmsford Housing Authority – Creating partnerships to expand housing opportunities, prepared by Connie Donahue-Comtois, LSW, Executive Director of C.H.O.I.C.E. Inc., Deputy Director of the CHA
- ❖ Template for Annual Cash Flow Reporting on HIF/FCF/CBH Projects, Developer: CHOICE, Inc., Project: Residence @ 4 James Street (Lynn Marcella Residence), prepared by Kristin Barsorian