

AGENDA
BOARD OF SELECTMEN
October 15, 2007
7:00 p.m.
Town Building

Public Input

Chairman's Comments

Town Administrator's Report

Meeting Minutes

Visitors

- 7:10 p.m. Affordable Housing Trust appointment
- 7:15 p.m. Cable License Advisory Comm on Verizon license request

Action/Discussion

- Selectmen's Recognition of Val's Project
- Discussion and vote on Snow property warrant article

MSBA Update

Selectmen's Master Planning
Land Use Planning Committee

Liaison Reports, if any

Adjournment

Posted 10/12/07

Correspondence (available on request)

Town:

CC of Open Space/Con Comm's Snow property mitigation plan to Dept of Ag Resources, rec'd 9/25
Montachusett Area Regional Transport policy on political ads, rec'd 9/25
Three resident emails on Snow land use for recreation, rec'd 9/25-26
Conservation Comm letter re Sudbury Rd gage station, rec'd 9/27
Resident thank you to Town and Highway Dept for Birch Hill Road project, rec'd 9/28
CC of ZBA member disclosure to Town Clerk on permit application, rec'd 10/1
Resignation letter from Council on Aging, rec'd 10/1
Mass Treasurer/Collector letter of recognition for Treasurer-Collector Pam Landry, rec'd 10/2
CC of DAR response to Snow property mitigation plan, rec'd 10/4
CC of Dept of Revenue free cash certification to NRSB, rec'd 10/10
MassHighway inspection report for White Pond Road bridge, rec'd 10/11
CC of NRSB letter of reduced FY08 assessment due to excess Ch 70 aid, rec'd 10/11

General:

MMA Selectmen's conference info, rec'd 9/25
Municipal Coalition for Affordable Housing info, rec'd 9/25
MAPC MAGIC legislative breakfast on 10/22, rec'd 10/2
MMA Personnel conference info, rec'd 10/4
Mass Committee for Employer Support of the Guard and Reserve info, rec'd 10/9
Central Middlesex Chapter of National Alliance on Mental Illness re Jail Diversion program, rec'd 10/10
Dept of Conservation and Recreation/FEMA flood insurance program materials, rec'd 10/10
DHCD info sessions on FY08 Community Development Block Grant (CDBG) program, rec'd 10/11



Town of Stow
BOARD OF SELECTMEN

Stow Town Building
380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

NOTICE OF VACANCY

MUNICIPAL AFFORDABLE HOUSING TRUST
2 members for a 1-year term

This is a new committee.

Duties: Create and preserve affordable housing in Stow for the benefit of low- and moderate-income households, pursuant to MGL Chapter 44, section 55c and Chapter 109 of the Acts of 2006. Accept, invest and spend funds in the Trust's care; buy sell, hold, and manage real property.

Qualifications:

- Registered voter of Stow.
- Applicants should share a commitment to the long-term welfare of the town and desire to increase the housing choices in Stow for its past, current, and future residents and employees.
- Possess some of the following requisite skills and background: 1) financial and investment management; 2) law, especially real estate or municipal; 3) business or project management; 4) property or facilities management; 5) real estate transaction experience.
- Have no appearance of or actual incompatible interest with the business of the Trust, such as a connection to current or proposed residential development in Stow.

Term: Appointment by Board of Selectmen to fill a one-year term, ending June 30, 2008. Subsequent terms will be two years.

Application: The Board of Selectmen will accept letters of application until 5:00 pm on Thursday, September 20, 2007.

Posted ~~August 30~~, 2007

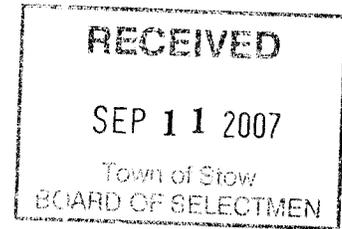
Sept 3,

Trish Settles

125 Whitman St.
Stow, MA 01775-1370
978.461.0778
trishsettles@comcast.net

September 7, 2007

Stow Board of Selectman
Stow Town Hall
Great Road
Stow, MA 01775



Re: Stow Municipal Affordable Housing Trust

Dear Members of the Board,

I would like to introduce myself and ask that you consider me for a seat on the Stow Municipal Affordable Housing Trust. I have served on the Stow Housing Partnership since 2005. With the formation of the SMAHT, Stow now has a critical tool to make much needed affordable housing a reality. In attendance at their last meeting, I was pleased with the directions they seem to be headed and feel I can contribute to their efforts.

My formal training crosses fields of urban and environmental policy and planning and natural science. I am currently directing the young Marlborough Community Development Corporation on a part-time basis. Our early focus has been on affordable housing and community planning. We are particularly proud of our recent comprehensive community planning effort related to the Assabet River Rail Trail.

At the Dudley Street Neighborhood Initiative (DSNI), a recipient of the American Planning Association Award for Excellence, I worked with developers, architects, banking and financing institutions, attorneys, and city and state officials. I routinely reviewed and influenced development projects with regard to zoning code, building code, and environmental compliance. I have been asked and have provided comment on environmental and public health regulations, state and national Brownfield policy, smart growth, sustainable development, and housing policy.

My work history demonstrates that I can quickly familiarize myself with critical information and approach new and difficult challenges, strategically and methodically. My academic background, work experience, and my enthusiasm are perfect for this position. I would appreciate your consideration for this opportunity. If you need additional information or have further questions, please do not hesitate to contact me. I look forward to hearing from you.

Respectfully,

A handwritten signature in black ink, appearing to read "Trish Settles", with a long horizontal line extending to the right.

Trish Settles

Enclosure: Resume

Cc: Mike Kopczynski, Chair, Stow Municipal Affordable Housing Trust

Trish Settles

125 Whitman St.
Stow, MA 01775
(978)461-0778
trishsettles@comcast.net

Key Skills

- **Strategic planning and problem solving** - ability to identify and assess critical economic impacts and environmental issues and develop short and long term approaches.
- **Organizational planning and management** - ability to develop and implement plans to remedy deficiencies and target key areas for growth and improvement including effective business administration, policy advocacy, team building and resource allocation.

Experience

May 2004 to present

Marlborough Community Development Corporation, Marlborough, MA
Executive Director

- Coordinated a community planning process (charette) regarding enhancements and redevelopment opportunities on the newly constructed Assabet River Rail Trail.
- Facilitated a volunteer home improvement project that provided landscaping and exterior repair to an elderly homeowner as part of HIRE (Home Improvement Resources for the Elderly).
- Exploring affordable housing projects.
- Obtained a commitment from CEDAC for funds for initial feasibility assistance with regard to preserving affordable housing on Main Street in Marlborough.
- Established a Sponsor-A-Tree program recruiting 30 residents to steward the newly planted replacement trees.
- Developing necessary policies, procedures and systems for a start-up CDC including an organizational conflict of interest statement and organization web site www.marlboroughcdc.org.
- Increased our revenue from \$33,000 (FY05) to \$92,000 (FY06) and grew membership over 100% in just one year.

Periodic consulting assignments

Lincoln Institute of Land Policy, Cambridge, MA

April 2004 to January 2006

Associate Faculty, Community-Based GIS

- As a member of a team of experienced faculty from around the country, shared information in convened 1- and 2-day intensive workshops related to building capacity related to Geographic Information Systems (GIS) within community-based non-profits, university and government personnel.

January 1998 to July 2004

Dudley Street Neighborhood Initiative, Roxbury, MA

Director of Community Development

July 2001 to July 2004

Dudley Neighbors Inc.

Director of Community Land Trust

- Managed the day-to-day operations of the nation's only community land trust empowered with eminent domain authority. Reclaimed thousands in ground lease arrears accumulated during prior administrations. Assets totaling over \$4 million.
- Developed and utilized urban planning tools such as physical and computer models, community surveys, and demographic analyses. Designed and facilitated community planning and design charettes to solicit community input into complex community revitalization efforts. Led efforts to incorporate transit oriented development, open space, green building design, environmental justice, and regional equity into community planning.
- Formalized community review of all housing and commercial projects using a community impact assessment tool to assess positive and negative impacts. Established community housing standards and facilitated the community review of land use planning, architectural design and financing and affordability of over 200 units of housing. Instrumentally participated in the design of community, city, and state "Requests for Proposals" (RFPs) for a wide variety of development projects.
- Assisted with housing and development finance, organizational fundraising including budget development, donor relations, and proposal writing with clearly articulated project objectives, measures and outcomes.
- Engaged in local, state, regional, and national public policy dialogues on environmental justice, "smart growth", and the redevelopment of environmentally challenged real estate (brownfields).
- Advocated for and successfully accomplished policy reform at the municipal, state, and national level working with city and state elected officials and agency directors regarding land use planning, permitting, and environmental justice.

- With a select committee of tenured staff and community leaders, designed Leadership Development curriculum for community residents on a variety of topics including public policy advocacy and strategic thinking and planning.
- Planned and implemented the lead poisoning prevention efforts including home and yard abatement and mitigation.
- Administered 20 plus computer system, brought latest technology to office publications and presentations, and managed databases and GIS mapping efforts. Led the effort providing low cost, high quality computers with wireless internet access to houses and businesses in Dudley Neighborhood. Redesigned and maintained a broad based-organizational web site, www.dsni.org.

Dudley Street Neighborhood Initiative, Roxbury, MA

June 1993 to December 1997

Environmental Organizer

- Invoked the Massachusetts Contingency Plan (MCP) Public Involvement Process for community hazardous waste sites.
- Integrated environmental justice understanding into multiple aspects of ongoing work.
- Negotiated the assignment of a Supplemental Environmental Program mandated for the Massachusetts Highway Department by the EPA that will result in the cleanup of a hazardous waste site (Brownfield) and the construction of a community run-commercial greenhouse at a cost of \$500,000 to \$750,000.
- Launched and managed a lead poisoning prevention campaign that mitigated lead on area gardens.
- Facilitated committee directed beautification and clean-up efforts including permit review and civil law suits.

Hydro-Environmental Technologies, Inc., Acton, MA

December 1990 to August 1992

Project Hydrogeologist

- Managed environmental site investigations, risk assessments, and remediation strategies for sites in Massachusetts, Rhode Island, New Hampshire and Maine.
- Working knowledge of the Massachusetts Contingency Plan (CMR 40).
- Ensured regulatory compliance for client sites within budget and scope of work.

Dames & Moore, Inc., San Francisco, CA & Boston, MA

1988 to December 1990

Staff and Project Hydrogeologist

- Managed field investigations for state Superfund projects in California, Connecticut, Massachusetts, and New Jersey.
- Conducted investigations for real estate transaction purposes.
- Coordinated design and implementation of ground water and soil sampling investigations including monitoring well installations, soil and ground water sampling programs, hydrogeologic and geochemical data analysis and interpretation and report preparation.

Education

2003 to 2004 Massachusetts Institute of Technology

Community Fellow

- Center for Community Reflective Practice in the Department of Urban Studies and Planning

1992 to 1994 Tufts University, Medford, MA

Master of Arts in Urban and Environmental Policy

- Thesis: Public Involvement in the Hazardous Waste Site Cleanup Process in the Dudley Street Neighborhood
- Team Field Study assignment prepared for the MA Department of Environmental Management: Acquisition of Hazard Prone Coastal Properties as a Method for Coastal Resource Protection.
- Additional course work included: Statistics, Corporate Management of Environmental Issues, and Environmental Law

1986 to 1989 University of Missouri-Columbia, Columbia, MO

Master of Science in Geology

- Thesis: The Geochemistry of Radioactive Ground Water within the Cambrian-Ordovician Aquifer System of Central Missouri
- Recipient of a 1987 Chevron Masters Fellowship

1981 to 1985 Washington University, St. Louis, MO

Bachelor of Arts, Earth & Planetary Sciences

- Sigma Gamma Epsilon Geology Honors Fraternity
- Geology Field Camp through Boston University in Northern Maine

Other training

- Professional Project Management Training, Sponsored by Community Economic Development Assistance Corporation (CEDAC) of Massachusetts, October, 2005 – present.
- Voyageur Outward Bound School, 10 day course to the Montana Beartooth Mountains
- Harvard University Program on Negotiation
- Wilderness First Aid and CPR and OSHA 40 HAZWOPER and HAZWOPER Site Supervisor Training

Academic and Public Publications and Presentations

- **Trish Settles**, Jason Webb, Antonio Alves, "Environmentalism in the Dudley Street Neighborhood", Virginia Environmental Law Journal, Vol. 14, No. 4, Summer 1995, pp735-740.
- Holly Sklar, Laryssa Mykyta, **Trish Settles** and Ros Everdell, "Dudley Street Neighborhood Initiative, Building on Success, 1984-2002," July 10, 2002, Boston, MA.
- Kathy Dalton, Warren Goldstein-Gelb, and **Trish Settles**, "Reclaiming Lost Ground: A resource guide for community-based brownfields development in Massachusetts" Environment & Community Development Program, Lincoln Filene Center, Tufts University, Medford, MA, April 1998.

Select Public and Academic Presentations

- Lincoln Institute of Land Policy, GIS for Land Development Analysis by Community-Based Organizations,
 - January 27, 2006, Georgia Tech University
 - August 19, 2005, 2005 Community Land Trust Conference, Portland State University
 - April, 11, 2005, University of South Florida
 - March 22 - 23, 2004, University of South Florida,
- University of Delaware, Brownfields Redevelopment and Environmental Justice Certificate Course, Spring, 2002 and 2003, Wilmington, DE.
- University of Vermont - Burlington, The Environmental Program's Spring 2002 Seminar Series in Environmental Justice, Spring 2002, Burlington, VT.
- Boston YWCA Forum, Equity and Justice in Our Environmental Health, February 5, 2002, Boston, MA.
- Regional Sustainable Development Conference: The Greening of Community Development, How to Integrate Green Principles into Your Current Organizational Activities, September 2001, Cambridge, MA.
- Massachusetts Institute of Technology, Department of Urban Studies and Planning, Brownfields Policy and Practice, Spring 2001.
- North East Sustainable Energy Association, Building Energy 2001 Conference, Solar: Solar for Urban Housing, March, 2001, Medford, MA.
- EcoTarium: A Center for Environmental Exploration, Dudley Street Neighborhood Initiative, "A Home for Our Village", November 15, 2000, Worcester, MA.
- EPA Brownfields 1999 Conference, Understanding Legal and Policy Issues, Simple (and Legal) Ways to Empower Your Community, December, 1999, Dallas, TX.
- Miscellaneous universities and colleges including Boston College, MIT, Tufts University, Williams College, Antioch College of New England, University of Massachusetts Boston, Harvard University

Affiliations and Activities

- Stow (Massachusetts) Housing Partnership, Member, December 2005 to present.
- American Planning Association, Member, August 2004 to present.
- Harbinger Partners (non-profit technology providers) Advisory Board, 2002- present.
- Massachusetts Environmental Justice Advisory Board, (reviews and assigns pro bono legal and technical assistance to disadvantaged groups dealing with environmental justice) 1994 to 2004.
- Massachusetts Energy Consumers Alliance, Board of Directors, 1997 to 2004.
- Appalachian Mountain Club and Appalachian Mountain Club White Mountain Four Thousand Footer Club, December 2002.
- Elizabeth Stone House (An alternative women's mental health program), Wilderness Heals (fundraising hike), team leader and/or coordinator, 1997 to 2005. Facilitated the development of a community of leaders prepared to lead teams on challenging hikes in New Hampshire's White Mountains.
- Sierra Club Boston, Executive Committee, 1991 to 1993.

Val's Project Retirement Gala

Everyone is Invited!

Friday, October 19th

7:00-9:00 p.m.

First Parish Church Hall



Music
by
FPC Jazz Group

Honoring Sylvia & Hank Estabrook and Vivian & Bill Dean
37 Years of Service to the Stow Community ♥