

**TOWN OF STOW
STOW MUNICIPAL AFFORDABLE HOUSING TRUST (SMAHT)**

Minutes of the April 11, 2018 SMAHT meeting

SMAHT members: Ingeborg Hegemann, Mike Kopczynski, Quince Papanastassiou, Cynthia Perkins, Laura Spear

Housing Consultant: Leonardi Aray

Metro West Collaborative Development, Inc.: Amie Lindenboim, Affordable Housing Programs Manager

Stow Conservation Trust: Bob Wilber, President

Call to Order

The meeting was called to order at 7:06 PM.

1. Meeting Schedule

May 7, 2018 – Annual Town Meeting

May 16, 2018

2. Minutes Review & Approval

Cynthia moved to accept the minutes of the March 14, 2018 meeting as amended, Quince seconded, and the motion was approved unanimously.

3. Correspondence, Bills and payments

Ingeborg moved to approve payment of invoice #160709 from Leonardi Aray Architects for \$2,880.00, Cynthia seconded, and the motion passed unanimously.

4. Trustee Reports

Housing Fair: About 80 people signed in. A variety of local organizations and communities were represented. Cynthia appreciated talking with people who needed affordable housing in this area. She was disappointed in the lack of coverage by the local newspaper. Amie suggested writing a thank-you letter to the editor for all of the participants.

Cynthia left the Housing Fair to attend the ZBA meeting, which discussed the decision for the Habitat application. The ZBA voted to approve the comprehensive permit by a vote of 3-2 but did not approve the 150% waiver request for the leach field. The Board of Health representative questioned the request. Additional conditions were also made. Carolyn Read will review the decision and conditions with the attorney for Habitat. The final due date for the decision for Habitat is April 17. Leonardi also attended the meeting and said that there seemed to be confusion about phasing and the timeline for development. There were also comments about setbacks and access to the well for service.

Finance Committee meeting: Ingeborg had attended for other reasons, and she was asked about the SMAHT articles. She did not feel prepared to address the questions she was asked; however, she answered the best she could. The committee decided on recommendations for the warrant articles, but we are not aware of them yet. The Chair did not receive notice that the Finance Committee was reviewing the warrant articles.

SMAHT Minutes, April 11, 2018

Approved 5/16/18



We need to add Julianne North on the distribution list for our SMAHT meetings. Ingeborg will ask her son if he would be interested in being an associate.

MHP (Massachusetts Housing Partnership) is sponsoring two conferences for affordable housing trusts in April and May. Laura will send out the notice to the Trust.

MHP launched its Housing Toolbox and promoted it at the Housing Fair. More information is available at www./housingtoolbox.org. MHP also launched a new technical assistance program.

The next Housing Coordinators meeting will be on Friday, April 13 at 8:30 AM in the Acton Town Hall. All are welcome.

iSHOPP (Stow Housing Opportunity Purchase Program): Town Counsel had advised the community Preservation Committee (CPC) that the previously approved deed restriction warrant article could include the iSHOPP program. SMAHT had expressed concerns about this approach, but it is a CPC decision and program. Per the CPC, we can move forward with the program, so Leonardi will proceed. We should ask the CPC for something in writing to confirm. We need an agreement that we can access the existing funds. Laura will respond to the CPC Chair asking for a letter to confirm; we can then present it to the Department of Housing and Community Development (DHCD) in order to get the program approved and the units on the Subsidized Housing Inventory (SHI).

5. Kunellus Land

- **Review Memorandum of Understanding revision**
- **Funding update**
- **Pre Town Meeting Activities**
 - **Selectmen's Meeting 4/24/18**
 - **Public Information Meeting?**

Town Meeting will have one article for this project. SMAHT has another revision of terms for developing a memo of understanding (MOU) with the Conservation Commission and the Stow Conservation Trust. Bob Wilber reiterated that this is a critical parcel for land conservation with connectivity to existing conserved land. He reviewed the history of this parcel and his desire to have a partnership of housing and land conservation.

We can use SMAHT funding for the housing portion, but we need approval from the Board of Selectmen. This will be on the agenda for the Board of Selectmen's meeting on April 24.

At our last meeting, we discussed terms for the MOU. If approved tonight, these terms will be used in drafting a final MOU after Town Meeting.

Cynthia asked how binding the "jointly pursue" language would be in the MOU. She is concerned that the land groups could ultimately drive the housing development. Bob said that the MOU would prove that the two groups would work together, using their individual strengths and experience.

Ingeborg expressed concerns that SMAHT would be limited by the MOU should this project not be supported at Town Meeting. Amie thought it would be difficult to get someone to bid on

developing only six units. Leonardi said we would need additional funding to fill the development gap. This would need to be addressed prior to issuing a request for proposal (RFP).

We can define roles and responsibilities of each group to clarify who would do what. An alternative suggestion was to add that the RFPs for affordable housing would be issued "by SMAHT." Bob said this addition would be fine with the conservation groups. We won't need a roles and responsibilities section with this additional language.

Ingeborg moved to authorize Quince to sign the MOU reflecting the amended language to add "any RFPs issued by SMAHT for development of the land," Quince seconded. The motion passed unanimously.

A presentation will be given at the Board of Selectmen's meeting on April 24. Kathy Sferra will lead, and members from SMAHT will attend to support the effort.

Mike asked whether we should hold a public information meeting. All but one abutter has been contacted already, and we anticipate that to be done shortly. We should reach out to the abutters to attend the Board of Selectmen's meeting. Mike will contact Kathy to reach out to abutters to attend the Board of Selectmen's meeting and to see if we should plan a public meeting. Mike will also contact Tim Reed to see what he has planned for abutters. If needed, the public meeting would be held between the Board of Selectmen's meeting and Town Meeting.

Mike has been in communication with Middlesex Bank. Quince suggested rather than having funding lined up for the closing, we could buy the parcel and then refinance. Middlesex Savings was in favor of this approach, as it would be "less stressful for all involved."

6. Meeting with MetroWest Community Development

Mike updated Amie from Metro West Collaborative Development (MWCD) on our housing activities.

Amie has an inventory of affordable housing units in Stow. Not much has changed since last year. According to the state, we have 185 total units on the Subsidized Housing Inventory (SHI) or 7.4%. Of these units, 35 are ownership, and 150 are rental.

MWCD mailed something to all owners of the ownership units, reminding them that they own an affordable unit and that they need to sign a form in acknowledgement. Mailings were sent in December 2016 and at the end of November 2017 with a follow-up in January. Amie said they got a 64% return rate for the November/January mailings.

From the most recent mailings, 12 owners failed to respond – nine had failed to respond in 2016 as well. There is a question as to whether the owners are still there. We can check to see if taxes had been paid. What else can we do to reach the non-responsive households? We can send registered letters. We can look at voter lists. Questions were raised about whether schools could be contacted. Can't we knock on the doors?

The monitoring agent for Villages at Stow was officially changed so that it is clear that it is MWCD. The municipal group for contact is the Planning Department.

7. Adjourn

Cynthia moved to adjourn, Quince seconded, and the motion was approved unanimously. The meeting adjourned at 8:58 PM.

Respectfully submitted,
Laura Spear, SMAHT member

Laura Spear
5/16/18