

Stow Municipal Affordable Housing Trust (SMAHT)

Wednesday, 29 June 2022, 7:30 PM

Remote Meeting

SMAHT members attending: Mike Kopczynski (Chair), Cortni Frescha, Cathy Leonard, Quince Papanastassiou, Cynthia Perkins

GUESTS attending: Jesse Steadman (Town Planner), Malcolm Ragan (Assistant Planner)

The meeting was called to order at 7:35 PM.

- 1) Meeting Schedule - The next meeting is scheduled for Wednesday, July 20th.
- 2) Minutes Review & Approval - Cortni moved to accept the minutes as drafted, Quince seconded, and the motion was approved unanimously.
- 3) Correspondence, Bills, and Payments - There were no correspondence, bills, and payments to discuss.
- 4) Trustee Reports
 - Cynthia reported that the SMAHT account balance was \$119,315.38 as of June 30th. Jesse reported that we can expect \$333K of new affordable housing funds to be added to the SMAHT account in the near future.
 - Mike has reached out to KP Law regarding the Habitat house on Sudbury Road. A decision is expected very soon.
 - Cathy will email photos of a cute housing design she saw in Plymouth, MA. Comments can be sent to Mike.
- 5) Housing Production Plan
 - SMAHT is expecting to spend \$20-25K on planning services in order to update the Stow Housing Production Plan (HPP) this year.
 - Jesse and Malcolm met with the Metropolitan Area Planning Council (MAPC) to discuss enlisting its help with updating Stow's HPP. Stow is a MAPC member community. Malcolm has already completed the data collection and narrowed the scope of what we need, which will save money. We discussed giving the MACP a rough draft of a proposal.
 - Mike has contacted Jenn Goldson, a certified planner working in the private sector, about having her help with the HPP.
 - To be 30B complaint, the HPP must be reviewed by three consultants.
 - MAPC's response will be faster than a private consultant's.

6) Red Acre Road

- Community Preservation Committee (CPC) agreement - Mike reported that a draft of the CPC agreement will not be ready until after their next meeting on July 18th. Quince commented that we don't know our disbursement schedule yet. Mike said that we will need a generic agreement. Cortni added that we first present an invoice to the CPC, then get reimbursed. Mike said that we have \$25K in predevelopment funds to get started.
- Request For Proposal process - Mike shared the Massachusetts Communities' *Guidelines for Preparing the Request for Proposals (RFP)* with the meeting. SMAHT members would like Arnie Epstein and other Green Advisory Committee members to help write the energy portion of the RFP.
- Mike has previously spoken to Mark O'Hagan, the Stow Acres' developer, about Bird Meadow. Mike asked Jesse about whether Bird Meadow might be developed in conjunction with Stow Acres. Jesse said that since Stow Acres is staged construction, Bird Meadow's schedule would no doubt align with Stow Acres at some point in the construction.
- Next Steps -

7) Other

- SMAHT members discussed a process for renewing Leonardi Aray's contract. Leonardi was our housing consultant for 6 years, from 2016-2022. His contract lapsed in the last year. Denise Demboski, Stow Town Administrator, told Mike that for amounts in the \$10-50K range, no RFP is needed.
- There was a discussion about adding new, younger members to SMAHT. Adding them as associate members requires a bylaw change. To move forward, we can discuss this with the Town Administrator and Select Board. We also discussed the need to disband the Stow Housing Authority.

8) Adjourn - Cortni moved to adjourn, Cynthia seconded, and the motion was approved unanimously. The meeting was adjourned at 8:35 PM.

Respectfully submitted,
Cathy Leonard, SMAHT member