

**Affordable Housing Trust  
Regular Meeting  
Tuesday, April 10, 2018, 7:30 a.m.  
Donaldson Room, Town Offices**

**Members Present:** James Craig, Co-Chair, George Georges, Co-Chair, B-J Scheff, Tom Sander, Diana Chirita and Vicki Braithwaite

**Others Present:** Allen Vander Meulen, Chair of HC; Pamela Gallup, Consultant; and Elaine Carroll, Adm. Assistant)

At 7:30 a.m. the meeting was called to order. James Craig made a motion to approve the regular and executive session minutes from Jan. 18, 2018 as written. George Georges seconded the motion. The vote to approve was unanimous. James Craig made a motion to approve the Public Forum minutes of Jan. 31, 2018 as written. B-J Scheff seconded the motion. The vote to approve was unanimous. James Craig made a motion to approve the minutes from March 21, 2018 as written. Tom Sander seconded the motion. The vote to approve was unanimous. The executive session minutes will not be posted on the website.

**Co-Chairs:** James Craig asked if anyone would like to step in and be co-chairs. B-J Scheff made a motion to keep James and George as co-chairs. Tom Sander seconded the motion. The vote to approve was unanimous.

**Update on Oriole Landing:** Pam said that CIVICO expects to be ready for the public hearing to commence on June 12. The Planning Board anticipates that the hearing will be continued to June 26, July 10 to July 24<sup>th</sup> for close of public hearing. The decision is expected be signed around August 14<sup>th</sup>. At that point, a 20 day appeal period will commence. When the appeal period is over, CIVICO can apply for the building permit. The Building Department may take up to 30 days to issue the permit. George saw no problem with putting in a foundation after October.

Kathleen O'Donnell will draft and present the loan agreement at the next Housing Trust Meeting. Then the document can be sent to CIVICO's attorney and signed by both parties by June 1<sup>st</sup>.

Pam will prepare the LIP Agreement and Regulatory Agreement and work with CIVICO to present a unified document that can be delivered to DHCD after the Special Permit has been recorded at the Registry of Deeds. CIVICO is responsible for attaching their incorporation documents, approvals by lenders, MEPA form, Affirmative Fair Marketing and Lottery Plan.

The Planning Department requested that DHCD approve the project prior to the issuance of the Special Permit. DHCD requires a recorded Special Permit with the DHCD submission for approval. DHCD has already pre-approved the project for the following: 15 units is 25% of the project and will meet the criteria for all 60 units to be added to the SHI. Ten of the 15 units will be set aside for Local Preference. DHCD will not require any 3 bedroom units. No decision has been made about how many 2-bedroom or 1-bedroom affordable units there will be.

The projected time-line will only work if the public hearing can't be closed within the four meetings scheduled or if the Special Permit is appealed. Once the building permit is issued, the 60 units could go on the SHI if DHCD has approved the project.

There will be an April 18 meeting with staff to discuss several issues including whether the 3 season garden house will require a bathroom.

At 8:00 a.m., James Craig made a motion to enter into Executive Session pursuant to MGL. C. 30A, S. 21 Exemption 6, to consider the purchase, exchange, taking, lease or value of real property and not to return to the regular meeting. B-J Scheff seconded the motion. Roll Call: James Craig – yes; George Georges – yes; Diana Chirita – yes; B-J Scheff – yes; Vicki Braithwaite – yes; Tom Sander – yes. Others authorized to be present – Allen Vander Meulen, Pam Gallup and Elaine Carroll.

*Submitted by Elaine Carroll*