

Housing @ Hildreth House Committee (H@HHC) **Meeting Minutes – June 22, 2017**

Members Present: Hank Fitek, Sue Guswa, Rick Maiore, Fran Nickerson, Victor Normand, Lucy Wallace

Guests: Bill Scanlan, Planner; Ben Osgood, TTI; Marie Sobalvarro, Assistant Town Administrator

Meeting was convened at 8 AM.

Administrative: Minutes of June 8, 2017 were approved.

Update on Preliminary Site Plan and Boards' Review:

Members of the H @ HH Committee had met the Planning Board (June 19th), Council on Aging, and Board of Selectmen (both on June 20th) to present the preliminary site plan, give the boards an update on our work, and to get feedback from them. Rick Maiore asked those who had attended the meetings for their assessment of the issues.

- *Board of Selectmen:* Rick Maiore and Victor Normand, joined by Hank Fitek and Fran Nickerson, had made a presentation to the Board. Overall, the Board was pleased with the progress and development plan. Alice von Loesecke had asked about care of the grounds around the houses and suggested the homeowners association be responsible for this. Sue Guswa agreed that would be the best way to maintain the attractiveness of this densely developed site. Victor Normand noted that initially (and until all of the units are sold), the developer will probably take care of this. Lucy Wallace suggested that it be left up to the homeowners to decide how best to manage this, either through the association or individually.
- The Board discussed the process for disposal of the land which would begin with the Board declaring it surplus and then going to town meeting for approval to sell it. Rick said the Committee was hoping for the sale to be approved at a 2017 fall special town meeting to that building could begin in the spring of 2018.

Planning Board: Overall, the concerns or questions raised by the Planning Board members, the Building Inspector, DPW Superintendent and the Fire Chief were fairly minor, as summarized in emails from Sue Guswa and Bill Scanlan.

- Given the proposal for housing on the Hildreth property, the Fire Chief asked to have the beehives at the base of the Hildreth House driveway moved to allow for a 20' wide entry, as opposed to the current 18.5' entry. After the meeting he asked Sue and Victor Normand if the houses would have sprinklers, which are not required. He intimated that if the houses had sprinklers he may not require the beehives to be moved. Victor offered to look into the cost of sprinklers and what impact they might have on homeowner's insurance. Obviously, the cost of sprinklers would be passed along to the home buyers.
- While the DPW Director preferred not to have an island in the middle of the cul-de-sac (for ease of plowing), since this will be a private way, it will not be plowed by the town. Therefore, it was agreed to leave the island in place. Ben Osgood suggested a tree or other plantings in the island to both make it obvious and more attractive.

- Michelle Catalina (Planning Board member) had been concerned about the appearance of the entry to the development, given the relocation of the Fire Department's storage tent at the entry. Rick and Ben both noted there would be plantings to screen it from both the entry and the abutting units. There is the possibility, as well, that the tent could be replaced with a more permanent structure (by the town using some of the proceeds from the sale of the land), which would also be more attractive.
- The site plan will be amended to soften the curve in the road from the present 50' radius from the centerline to a 75' radius, as a compromise to the Fire Chief's request for a 100' radius. While TTI's modeling showed the 50' radius could accommodate the largest of the town's fire engines, the Chief asked for some additional leeway.
- Bill will meet with the Fire Chief before the next Planning Board meeting and as soon as Ben has prepared the revised preliminary site plan to go over the suggested approaches to addressing his concerns.
- Marie Sobalvarro noted that the new detention basin (to the north of the entrance) will be replacing the one installed to handle the run-off from the Hildreth House parking and driveway (generated by both Phase 1 and 2) and asked if this new one was designed to handle it. Ben Osgood replied that he believed it would as it was based on GPR's site plan for the Hildreth House project. However, he was willing to double-check this if Marie would send him the schematic plans for Hildreth House Phase 2.
- There was concern expressed about increased run-off onto the abutting Fellowship Building property. Ben noted that per our town bylaws, the amount of run-off cannot be increased with development and, therefore, any possible additional run-off would be captured in the detention basin in the southwest corner of the property. He also commented that the amount of run-off currently onto that property is fairly minimal.
- In response to the Building Inspector's request for guest parking, the site plan will be modified to add 3 pullouts along the 24'-wide roadway. Each pullout will accommodate 2 cars. He also questioned the length of the driveways, noting that 20' only allowed for 1 car. As shown on the site plan, most of the driveways are longer than 20', although only one or two are long enough to handle 2 cars parked in tandem.
- There was a question of mail boxes: at each unit or a consolidated at the entrance. It was agreed that having them consolidated at the entrance would be preferable.
- Ben Osgood gave a summary of the findings from the test pits, which showed a significant variation in depth to ledge. It seems more than half the units will only have crawl spaces, while the remaining ones may be able to have full basements. He also presented a profile of the roadway, showing the change in topography over its length and what areas will need to be cut and others filled to keep the road as level as possible. He will refine this profile, which is part of the site plan package, to include the location of the water and sewer lines as well. Victor noted this will all be good information to provide developers bidding on the property as they will have a better understanding of the costs involved in developing it.
- Ben will also prepare a landscape plan to be added to the preliminary site plan package.

Council on Aging: Sue reported that the presentation by Rick and Victor had gone very well. There was some question, however, about the square footage of the units. Rick acknowledged they may vary

somewhat, but on average, they would be 1360 sq ft, which includes 264 sq ft for a 1-car garage. That would leave almost 1100 sq ft of first floor living area.

Next Steps:

- July 10th – Preliminary Site Plan to Planning Board for final approval. Bill will get sign off on the proposed changes from the Fire Chief prior to the Planning Board meeting.
- Appraisal – Once the Preliminary Site has been approved, we will get an appraisal. Bill will develop a spec sheet to use in soliciting appraisers. He will check with Liz Allard on appraisers to contact; Victor also offered to suggest a few and is willing to make calls to get bids for the work.
- Ben will send the revised sheets (not the entire package) of the Site Plan to the Committee, including a basic plan showing the two parcels which will be given to the appraiser.
- The RFP needs to be clear on the sequencing of building the roadway, moving the tent off-site and building units #1 and 2.

Schedule of Tasks:

Part One – completed

Part Two – completed

Part Three – in process as follows:

- June: Area to be sold modified to show development's private road starts after entrance to relocated Fire Department shed.
- June: Method of conveyance settled (RFP for sale of land to private entity)
- July: Property to be sold is appraiser (Victor lead)
- Late July: First draft of RFP (Victor and Bill)
- Late August: RFP finalized (approved by Town Counsel, Marie and Selectmen)
- July/August: Prepare communication/outreach plan (Sue lead)

Part Four – to completion

- Late August/Early Sept: Issue RFP – out for 30 days
- October: Review proposals and make recommendation to Selectmen
- October/November: STM to approve sale of land.

Hank will be away in July and August.

Next meeting: July 6th at 8 AM.

The meeting was adjourned at 9:15 AM.