

Housing @ Hildreth House Committee (H@HHC) **Meeting Minutes – July 20, 2017**

Members Present: Pablo Carbonell, Sue Guswa, Rick Maiore, Fran Nickerson, Victor Normand, Lucy Wallace

Guests: Bill Scanlan, Planner

Meeting was convened at 8 AM.

Administrative:

Minutes of July 6, 2017 were approved.

Rick Maiore presented a final invoice from TTI in the amount of \$7,538 and confirmed that TTI had completed all of the work contracted for. The Committee unanimously approved payment of the invoice.

Rick reported that at its July 10, 2017 meeting the Planning Board had approved the preliminary site plan, subject to the Fire Chief approving the turning radius of the cul-de-sac. He added that the Fire Chief's concern was that the ladder truck would need a 50' turning radius, as opposed to the 45' radius shown on the plan. Lucy Wallace noted, however, that the Chief expects to replace the current ladder truck in five years and that the newer truck would be able to handle the 45' radius. It was suggested that Rick reach out to the Fire Chief and see if he would be comfortable with keeping the radius as currently shown, especially given that the road curbs will be asphalt which could be designed such that a truck could ride up on them.

Rick reported that we are meeting our task schedule.

Appraisal RFP:

Bill Scanlan had drafted an RFP for an appraiser which had been reviewed by Marie Sobalvarro. The Committee had a lengthy discussion on the date an appraisal should be due and if it should be part of the RFP for the sale of the land. It was agreed to keep the completion date of the appraisal as September 21, 2017 and that the appraised value of the land should not be included in the RFP for the land sale. Bill will let Marie know that she should put the RFP out as soon as possible.

Land Sale RFP:

Marie has reviewed the RFP and sent her comments to the Committee. Bill will incorporate them into the RFP. Victor had the following suggested edits, which the Committee accepted:

- The developer should not be responsible for moving the Fire Department's tent; that is up to the town.
- B6, Taxes: delete the 2nd paragraph. Bill will check with the assessors to see if the property would be assessed as of December 31st, in which case that should be added to this paragraph.
- E2, Housing concept: amend 2e to read "any proposed use(s) of common land."
- E5, Form of ownership: delete
- F Design Requirements: delete last sentence in first paragraph.
- Fa): first sentence should read "Units must average 1.500 square feet of living space."

- Fh): first sentence should be corrected to read “..construction start by May 1, 2018.”
- Fi): should be corrected to read “The Town requires at least that one finished unit exist on the site during the construction period. When the one finished unit is under contract, the developer shall begin construction on one additional unit.”
- Fj): we agreed that sprinklers will be required.
- H1: deleted second point “b” (requirement to meet a minimum purchase price)
- H3: highly advantageous ranking, delete “most of” to read “The proposal conforms to design preferences...”
- H3: advantageous ranking, change “many” to “most” to read “The proposal conforms to most design preferences....”

A lengthy discussion ensued regarding the RFP schedule, especially with respect to meshing with Selectmen meetings and the fall Special Town Meeting. The Committee agreed to the following timeline:

- Sept. 5: BOS approve RFP, notice to Central Register
- Sept 13: Publication in the Central Register
- Sept 21: 10 AM site walk followed by bidder’s conference
- Oct 10: 3 PM deadline for written questions
- Oct 16: 3 PM proposals due
- By Nov28: BOS award bid

Lucy will check with Tim Bragan on this proposed schedule and when he thinks the fall Special Town Meeting will be held. This led to another lengthy discussion on whether or not to have recommended the winning proposal to the Selectmen so it could be announced at the STM. There was no immediate resolution, though both options had merit.

Pablo Carbonell suggested having a single point of contact for responders to send questions and where answers could be posted. It was decided that Bill should be the contact point and he would forward the questions he couldn’t answer to the appropriate Committee member. Lucy suggested having Julie post a link to the RFP and Q&A on the town’s home page.

Pablo asked about the possibility of publicizing the RFP not only in the Central Register but also on the MLS. Victor will look into this, noting that MLS does not require a realtor in order to list a property and that he believes, for a small fee (\$100-\$200), an “entry only” posting is allowed (which could direct a developer to our town website for the RFP). Pablo felt there are probably smaller developers who would bid on this project but may not look to the Central Register for properties.

Sue Guswa raised the need for us to focus on outreach so that people come to the STM with a clear understanding of this proposal and its goals: to provide moderate-priced housing, to provide housing for seniors seeking to downsize, and to raise funds to help defray the cost of Phase 2 of the Hildreth House project. It was also suggested we have the paper write an article announcing approval of the preliminary site plan and that we submit a “Consider This” piece. We also should be collecting the questions we have been getting and begin to develop a Frequently Asked Questions piece to have available at the STM.

Next meeting: **Friday**, August 11th at 8 AM to finalize dates for RFP and develop outreach strategy.

The meeting was adjourned at 10 AM.