

## **Housing @ Hildreth House Committee (H@HHC)** **Meeting Minutes – February 21, 2017**

*Members Present:* Hank Fitek, Sue Guswa, Rick Maiore, Fran Nickerson, Lucy Wallace  
*Guests:* Bill Scanlan, Planner; Marie Sobalvarro, Assistant Town Administrator/Human Resources Director/Procurement Officer; Ben Osgood, Director, Engineering Division, TTI Environmental, Inc.

Administrative: Meeting was convened at 2 PM. The minutes of February 13, 2017 meeting were approved as written.

Interview: TTI Environmental, Inc.: Rick Maiore noted that TTI Environmental, Inc. (TTI) had submitted the lowest bid with its proposal in response to the RFP and, therefore, would be contracted to do the preliminary site plan. He asked Ben Osgood, who would be the Project Manager, to give a brief overview of the firm's experience. Ben is a civil engineer with 30 years' experience. He is currently Director of the Engineering Division of TTI's Massachusetts office. The firm has significant experience in land development and is particularly interested in small residential developments (less than 30 lots or housing units). He mentioned several projects ranging in size from 9 to 24 housing units. The firm has all the in-house capability needed for this project from site survey to preliminary site development plans.

Rick then gave Ben an opportunity to ask questions of the Committee, the site and our plan. Ben asked what size units we were looking to build. Sue Guswa noted a range of 1800-2000 sq ft; Fran Nickerson suggested something smaller, perhaps 1000-1500 sq ft. Sue added we wanted the units to be senior ready, to provide first floor living and have a 2-car garage. Lucy Wallace noted the new housing on Grant Road in Devens provided a 1-car garage and in some instances offered the ability to upgrade to a 2-car garage. Lucy also noted we wanted the pricing of the housing to be such that enable seniors seeking to downsize from their larger homes could retain some savings. Ben noted that 1500 sq ft was a good size for a senior couple, suggesting 1100 sq ft on the first floor and 400 sq ft on the second floor (which could provide an extra bedroom and bath).

Ben said his first step would be to walk the site with his surveyor in order to get a sense of features to be saved (outcroppings, trees) and challenges to its development (ledge). He hopes to do that this week or early next week. They will then develop some gross sketches/concepts for the site to review with us. Rick encouraged Ben to be creative in how they approached the site's development.

Ben asked about access and road way. It was noted a loop just at the top or circling around the site to the front of the property were possible options the Committee has considered. Rick said it would be good to have the road built to a standard such that it could become a public way. Ben said at the very least the driveway/roadway would have to meet the basic turning radius needs of fire engines.

Bill Scanlan noted that the parcel that Fire Station is located on is also within this new zoning district and, therefore, could possibly be used to accommodate the drive or other site infrastructure needs. While the Fire Station may eventually be relocated, there are no plans for that in the near term.

Contract: Marie Sobalvarro will prepare a contract for TTI based on their proposal. Given our delay in selecting a firm, the dates in the TTI proposal needed adjustment as follows:

- Phase 1: Survey of Existing Conditions – March 3
- Phase 2: Preliminary Site Alternatives – March 10
- Phase 3: Preliminary Design - TBD (March 23?)

- Phase 4: Permit Submittals – TBD
- Phase 5: Final Plans

Lucy informed Ben that the Committee hoped to be able to give a brief report to the Annual Town Meeting on April 1<sup>st</sup> the status of work, including the number of units that could be built on the property. Rick added that the goal is to have an RFP for the sale of the land ready to take to a fall Special Town Meeting for approval. The firmer and more complete the preliminary site plan is the better the price the Town could get in the land sale. Ben noted that the size and number of units can also impact sale price.

Next Steps:

- Agreed on a regular meeting date/time of Thursdays at 9 AM. Next meetings, therefore, will be:
  - March 2
  - March 16 (to review alternatives and select preferred)
  - March 23 (if preliminary design completed)
- Bill Scanlan will ask GPR for its topographic plans of the site and let Ben know whom to contact to get a set electronically.
- Rick will review his files for copies of Carol Johnson & Associates plans of the Town Hall/Upper Common area and provide Ben with any drawings or plans that might be useful.
- Rick will provide Ben with information on the location of the existing sewer and water lines. He noted that the Water and Sewer Commission has allocated an estimated available sewage capacity of 3,000 gal/day.
- Review and divide up sub-tasks (financial, sale/RFP, and housing criteria) at March 2<sup>nd</sup> meeting.

Sue will be away for the month of March (returning April 3<sup>rd</sup>), but available by email.

The meeting was adjourned at 12:30 PM.