

Housing @ Hildreth House Committee (H@HHC) **Meeting Minutes – May 4, 2017**

Members Present: Hank Fitek, Sue Guswa, Rick Maiore, Victor Normand, Lucy Wallace
Guests: Bill Scanlan, Planner; Ben Osgood, TTI; Joan Eliyesil, *Harvard Press*; Rick Sicard, Fire Chief; Peter Warren

Meeting was convened at 8 AM.

Status of TTI Work: Rick Maiore asked Ben Osgood for his recommendation on obtaining additional information on the extent of ledge on the site. Ben suggested doing test pits instead of borings for a couple of reasons. First, it would be considerably cheaper to do test pits, which Ben estimated could be done in one day for about \$3,000. Borings would require more equipment, would take more than one day and would be significantly more expensive. And second, he felt we would get sufficient information with test pits to give a potential developer a fairly good understanding of the development challenges on the site. He recommended doing test pits along the center line of the proposed road – possibly every 100’ - and hopefully to a depth of 15’ which is what would be required for sewer and water lines. He also recommended test pits in several housing sites, particularly those which show evidence of outcroppings. The minimum depth needed for a basement under a house would be 6’. All together he thought we would need about 15 test pits.

Lucy Wallace asked about an amendment to the TTI contract. Ben noted that Marie Sobalvarro had forwarded him a proposed amendment and that he would be meeting with her after this meeting to review it. The Committee will review it at its next meeting.

Rick then asked Ben about timing on taking the preliminary site plan to the Planning Board. He noted that the Committee’ schedule is to have the draft RFP completed by the end of June and that it will need to include the approved preliminary site plan showing the road, number and type of units, the area to be surplus. While all of the land is town-owned, it is comprised of two parcels acquired under different deeds. Ben recommended showing the two parcels, as opposed to creating a single one, as it would be clearer for future title searches. To meet our schedule, Ben will go to the June 19th meeting of the Planning Board.

Rick noted we need to keep two other committees apprised of our work: the Board of Selectmen and Council on Aging. Lucy recommended going to the June 20th meeting of the Board of Selectmen, particularly as we will have just been before the Planning Board with the site plan. Sue Guswa reported the Council on Aging would be meeting at 4 PM on June 20th and, while she and Hank Fitek have been giving updates at the regular COA meetings, recommended the Committee make a presentation at that meeting.

The current plan shows a duplex and single family home behind the Fire Station on land currently being used as a temporary storage facility for the rescue boat. The Fire Chief was concerned about moving the storage shed and having sufficient turn around space for vehicles. Ben suggested removing the single family unit and relocating the duplex to where the single family unit is shown. That should provide the space needed by the Fire Department. He also suggested having access to the shed being off the subdivision road to the housing development as it would provide easy access by vehicles to the shed. Rick Sicard was interested in this accommodation, but wanted to study it further when he meets with Ben. Rick asked to be included in that meeting. This modification would bring the total number of units down to 17 (from 18): 7 duplexes and 3 single family units.

Bill Scanlan asked if the road was to be built to public road standards so it could be accepted by the town. Ben felt those requirements would make the road larger than currently planned and require the Planning Board to grant variances to many of those requirements. It was agreed that such a request would be a bad precedent for other subdivisions and that the road should remain private. Lucy asked about areas to collect snow, especially in the event of heavy snow winters such as a couple of years ago. Ben said the plan provides for two major snow deposit sites: off the cul-de-sac and near the entry to the development. Bill later recalled that the zoning overlay district for this property specifically states that the Town will not be responsible for maintenance or plowing of the road or care of the common areas.

Next Steps: In order to sell the land the Town Meeting must approve its being declared surplus. Bill reminded the Committee that prior to a Town Meeting vote, the parcel would have to be surveyed and, once the project parameters finalized, appraised to set a minimum sale price. Bill and Victor have begun working on the RFP which will need to capture the particulars of the development, such as:

- Number and type of units
- Footprint (34' x 40' footprint)
- Living area of ~1200 sq. ft (excludes garage)
- 1 car garage
- No street lights
- Cape cod berms

Bill asked if there would be a final drainage design on the site plan. Ben said no, rather that the plans would show where the water would flow; a full and detailed drainage design plan will be done by the developer once the location of the housing units has been finalized (as they may shift slightly from as shown on the preliminary plan to actual building).

Sue reminded the Committee that funds from the sale of the property were to be used for the Hildreth House addition, Phase 2 of the Hildreth House project and wondered how we would make sure those funds were so designated. Lucy said she had raised this issue with Tim Bragan who said the motion to surplus the land would include language dedicating the proceeds to the Hildreth House project. Victor noted it was important to maximize the value of the sale of this property and reiterated that the greater the certainty for the developer, the greater the sale price. Rick added that it was important for the town to support this project and felt it would because 1) the housing is designed for seniors needing to down-size and 2) proceeds would support Phase 2.

Status of Funds: The Board of Selectmen approved \$30,000 in funds for the Committee's work. The current contract with TTI is for \$17,200. Adding \$3,000 for the test pits, there would be approximately \$9,000 left for remaining work. While Mark Lanza's legal fees would be covered by the Selectmen's budget, other costs we will incur include survey, appraisal, graphics for presentations. It seems we should have enough funding to get through our work.

Legal Documents: In addition to the RFP, Victor recommended that we have a Land Disposition Agreement (LDA) that would be executed by the winning bidder and the town. The purpose of the LDA is to make sure the project is built as proposed by the winning bidder or, if modifications are necessary, the town approves them. Unlike public projects where the town is the developer and has both an OPM and clerk of the works managing the project day to day, the town will not be involved on a daily basis. Lucy noted that any changes to the final site plan would require Planning Board approval and that there are other built-in checks: inspection of the road by the town's driveway inspector; inspection of utilities by various town inspectors, etc.

Victor raised some other questions regarding the RFP and LDA, such as local preference, marketing plans, phasing, etc. Rick suggested that Bill and Victor meet with Mark Lanza before our next meeting to go over their questions and get his input. Lucy asked to be included in the meeting.

Rick summarized the work to be completed by the end of June:

- Determine the property to be sold
- Appraise the property
- Finalize the RFP
- Determine the method of conveyance (to be captured in the LDA)

Administrative: Minutes of April 20th approved.

Next Meeting: May 18th at 8 AM.

The meeting was adjourned at 9:10 AM.