

Housing @ Hildreth House Committee (H@HHC)

Meeting Minutes – August 11, 2017

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

Guests: Bill Scanlan, Planner; Marie Sobalvarro, Assistant Town Administrator, Procurement Officer

Meeting was convened at 8 AM.

Administrative:

Minutes of July 20, 2017 were approved.

TTI invoice in the amount of \$1,150 was approved for payment.

Appraisal:

The lowest bidder for appraising the property was Avery Associates at \$3,950. By unanimous vote, the Committee approved making the award to Avery Associates. There was some discussion regarding the due date for the appraisal which had been given in the appraiser RFP as September 21st. Given the land must be sold for at least its appraised value, it was agreed that the due date should be moved up to the earliest possible date so this information would be available to respondents to the RFP for the sale of the land. Marie Sobalvarro will ask Jonathan Avery how soon the appraisal can be completed. Marie noted that if the appraisal is not completed before the RFP goes out, an addendum with that information can be posted. Victor suggested that it would be helpful to have someone give Jonathan an overview of the project and offered to meet with him.

Surplus Notice to Departments:

Marie reported that she had received an email at 4 PM yesterday from Chief Rick Siccard notifying her that the Fire Department was interested in the land being considered by the Selectmen to surplus. Given his attendance at our meetings and input into the site plan, the Committee was quite surprised – and concerned - by this late development. Lucy Wallace asked if the Selectmen could override the request of the Fire Department, given the public value of the sale and development of the land. Marie will contact the Inspector General's Office to see what discretion the Selectmen have in this matter.

After some discussion, the Committee agreed that Tim Bragan needs to meet with the Fire Chief and see if this can be resolved in a way that enables the project to go forward as planned.

Land Sale RFP:

The draft RFP has been reviewed by Marie and Town Counsel Mark Lanza. Marie had the following requests and questions:

- Change the due date to Wednesday, September 27th. Committee agreed.
- Can the RFP be distributed electronically instead of by hard copy? Yes.
- Publicize the appraised value. Committee agreed.
- Is this a condominium project? Yes.
- Contact person for non-legal questions? Bill Scanlan who will forward inquiry to appropriate Committee member if he cannot answer the question.

- Mark had drafted the Land Disposition Agreement and Marie had forwarded it to Rick Maiore and Lucy. Lucy agreed to forward it to the rest of the Committee for review.

Given the confusion caused by the Fire Department's request, Bill should not send the notice of RFP to the Central Register on August 16th for publication on August 23rd. Rather, the issue of the Department's request needs to be resolved before the Selectmen's meeting on the 22nd so the Selectmen can decide on how to proceed. Hopefully, it can be resolved so the RFP can go forward under the current plan. In that best case scenario, Bill would send notice to the Central Register on the 23rd and the RFP would be published on the 30th.

Victor Normand raised the matter of the MLS "Entry Only" listing. He is happy to have his firm do it, but wants assurance from Town Counsel that this would not be a conflict of interest. He said his firm would waive the filing fee (\$150-\$200). He also noted that the listing needs to give a sale price (in this case the appraised value), in which case it could not be done before the appraisal has been completed. Victor will draft the listing information and send it to Mark for his review.

Before we can move forward on this project Tim and Rick Siccard need to meet. Marie reported that Tim is out of the office until Tuesday, the 15th. Depending on the outcome of their meeting, we may need to meet to consider next steps. Therefore, a tentative meeting was set for Friday, August 18th, at 8 AM. As Lucy will be out of town, she will call in.

The meeting was adjourned at 9 AM.