

**Harvard Municipal Affordable Housing Trust  
Meeting Minutes - April 14, 2014**

**Members in Attendance:** Barbara Brady, Leo Blair, David Hopper, Evelyn Neuburger, Bruce Nickerson, Greg Schmidt

**Call to order.** The meeting was called to order by the chair at 7:05 PM.  
Nickerson told the committee that Liz Garner has resigned as secretary due to a family matter.  
Schmidt agreed to take the minutes of this meeting.

**Approval of minutes of March 17, 2014.**

In the third paragraph under CHOICE, the second sentence has been amended to read, "Brady suggested that this counted as support."

Minutes moved by Schmidt, seconded by Brady, passed unanimously.

**Treasurer**

No real changes. We received \$793.91 in interest from town, leaving a balance of \$252,543.73 as of today.

**Handout of RFP & Procedural Issues**

Discussion of initial draft and set up a process for incorporating comments, including a variety of issues from price to % of affordable units, and preliminary ideas for a time line.

We reached consensus on the following:

- the initial RFP should be for the entire property.
- "# of units, rental or otherwise, will be decided after proposals come in, and will be in keeping with the Town Master Plan and Planned Production Plan.
- all suggestions/questions to a specific email account (one to be created).
- on a specific date we will gather to meet and answer the questions.
- walk-through 4 weeks after RFP issue.
- questions must be in writing, by date two weeks after walk through.
- 45 days after walk through will be proposal deadline.
- this will be a friendly 40B, local initiative project with support of trust.
- RFP will be put on town website.
- set a date for normal meeting and put RFP on agenda.
- review of proposals will be executive session.
- proposals should include 1 original and 7 copies.
- Our intent is to make a decision within 90 days of proposal deadline.
- Mark Lanza will review RFP at our expense.
- We should meet every two weeks for the foreseeable future.

Next meeting April 28<sup>th</sup> with following one on May 12<sup>th</sup>.

Meeting adjourned at 8:55 PM

Respectfully Submitted,  
Greg Schmidt