



TOWN OF GROTON
Affordable Housing Trust



Becky Pine, *Chair*
Carolyn Perkins, *Vice Chair*
Phil Francisco, *Member*
Richard Perini, *Member*
Charles Vander Linden, *Member*

Regular Session Minutes

Date: Thursday, May 2, 2024
Time: 7 pm
Location: 1st Floor Meeting Room, Town Hall, 173 Main Street
Members in attendance: Richard Perini, Charles Vander Linden, Carolyn Perkins, and Becky Pine
Handout: Hoyts Wharf task list, updated soil log and map

Becky Pine called the Affordable Housing Trust to order at 7 pm.

Hoyts Wharf parcel (249-51) and adjacent parcel (249-57)

Charles Vander Linden provided copies of a task list for the Hoyts Wharf parcel (see bottom of page 2). The task list was immediately helpful because it highlighted the need for observed percolation tests for septic. Fran Stanley reported that the Board of Health Agent allowed the Trust to install 6 monitoring pits today. Monitoring pits were dug in areas close to the more promising upland locations tested previously. Richard Perini explained that the 10-foot-long PVC pipes allow for the monitoring of groundwater levels.

Mark Haddad and Becky Pine were kept apprised. Jack Maloney from Dillis & Roy came out today on short notice assisted by a DPW employee who operated an excavator to dig the pits. Jack Maloney found a mislabeled soil test pit report and so he produced an updated soil log and map to show the correct and current information [to be uploaded to Affordable Housing Trust webpage with the other Hoyts Wharf Parcel documents].

The Board of Health has a regulation for new construction calling for percolation (“perc”) tests in March and April. Fran Stanley asked about scheduling witnessed perc testing on April 30 which was the very last day of potential testing. Kalene Gendron said that due to a change in regional weather patterns have changed and she is not sure that the Board’s regulations need to restrict testing to those two months. Jack Maloney mentioned that good months for perc tests are often July, August, or September.

In conversation with Jack Maloney, Fran Stanley learned that Stan Dillis is the in-house point person for interacting with Natural Heritage. The Trust can reach out to Stan Dillis to assist the Trust with navigating through the Natural Heritage review.

The group discussed potential requirements for veterans if a developer answered the RFP and intends to build veterans housing. Becky Pine noted that there are lots of variety in veterans housing ranging from single bedrooms like a group home on through to family units that are attached townhouses. There are as many as 30 different unit configurations. Richard Perini will meet with the Town’s Veterans Agent to ask for her advice.

The group discussed the size of the lot and potential RFP requirements such as SHI eligibility. If the lot can only accommodate a certain number of bedrooms, then the total possible bedrooms should be included in the RFP materials.

Becky Pine asked Bob Pine to help the Trust walk the property. A site walk is planned for Friday May 10th at 9 am. The lot will be drawn to preserve Town ownership of the existing cart path if possible.

Fran Stanley will ask Dillis & Roy for an estimate for perc testing, survey for the ANR lot, drawing the ANR lot, consultation with the Trust and permitting with Natural Heritage.

At some point, the Trust will meet with the Select Board. Also, there is a possibility that the Trust will be ready in time for Fall Town Meeting to ask permission to transfer the ANR lot for affordable housing. Mark Haddad will be notified of the need for a placeholder for this warrant article on the Fall Town Meeting. Carolyn Perkins will research more about requirements for group homes (i.e., housing funded by state agencies such as DDS, DMH, traumatic brain injury, etc.).

Charles Vander Linden moved to ratify the actions taken to install monitoring pits at 6 locations on the Hoyts Wharf Parcel. Carolyn Perkins seconded and the motion carried (4:0) (Francisco absent).

Minutes

Carolyn Perkins moved to approve the March 7, 2024 regular session minutes as corrected. Richard Perini seconded and the motion carried (3:0) (Vander Linden abstained and Francisco absent).

Charles Vander Linden moved to approve the March 12, 2024 regular session minutes. Richard Perini seconded and the motion carried (4:0) (Francisco absent).

May 18, 2024 Special Town Meeting

Becky Pine reported that some warrant articles will be offered together in a consent agenda provided the voters want to vote on a group of articles without discussion.

Regular Meeting Date

Becky Pine suggested that the Trust may benefit from setting a regular meeting date. Becky Pine collected availability from Phil Francisco for this purpose. Trust members agreed that the third Thursday would work.

Executive Sessions

Regular session adjourned at 8:20 pm when Trust members voted to enter executive session and later to adjourn without returning to regular session

Charles Vander Linden moved to enter executive session and later to adjourn without returning to regular session pursuant to G.L. Chapter 30A, §21(a), Clause 6 – “To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body” for the purpose of town owned properties [Becky Pine as chair so declared]; and pursuant to M.G.L., c.30A, §21(a), Clause 7 – “To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” for the purpose of review, approval, and consideration of the Release of Executive Session Minutes. Richard Perini seconded and the motion carried (4:0) by roll call vote of Perini – aye, Perkins – aye, Vander Linden – aye, and Pine – aye.

Notes by Fran Stanley

Upcoming meetings: Thursday, May 30, 2024 at 7 pm
Thursday, June 20, 2024 at 7 pm

Hoyts Wharf Parcel table to follow:

ACTION	QUESTIONS / ISSUES	COMMENTS
Walk the property to identify approximate boundary for 80,000 square foot parcel (with 225' of frontage)		
Walk the property to identify additional potential "offset area"		
Conduct percolation tests (to determine whether the approximate location that we have chosen will support a septic system for a 6-bedroom residence).	Confirm authority to proceed with testing. Provide update to Select Board regarding evaluation of property.	
Engage surveyor to prepare surveyed plan with boundaries of proposed lot (and possibly with boundary of the potential offset area)		Procurement question

Submit Application and Plan to Natural Heritage for a determination that the Plan is approved.	Retain consultant to handle submission of application to Natural Heritage as part of MESA process. Is Natural Heritage likely to require additional observations and reports regarding species on the land? Need details to satisfy MESA application requirements – location of structure, driveway, and septic system.	Procurement question
Submit Application to Conservation Commission	Not clear if this is necessary, but it may be helpful with the MESA process. It appears that the parcel may be configured in such a manner that there are no wetlands on the site.	
Submit ANR Plan to Planning Board for ANR endorsement.	We may wish to have the ANR plan finalized by the surveyor and approved by the Planning Board at this point, even if we do not record it until later.	
Confer with veterans housing organization to understand the type of building and layout that they would prefer.	Are there any existing projects that we should visit to make certain that we understand the configuration of the building(s), particularly as relates to this site? Can we obtain information of this nature without violating any of the provisions for a neutral RFP process later?	
	Does the AFT need to obtain information concerning the nature and scope of the subsidies or grants available to the non-profit that would operate the veterans' housing project to know if the RFP is feasible?	
Prepare rough plan of veterans' housing project, group home project or Habitat for Humanity residence with configuration of house, parking lot and driveway.	A rendering of the structure and of the parking and driveway layout will probably be necessary to demonstrate to the Select Board, Town Meeting and possibly to abutters that the project is appropriate for the site.	
Obtain approval from Select Board and Town Meeting for transfer of parcel to the Affordable Housing Trust or to the entity selected in the RFP process to be used for veterans housing or a group home.	Should this step be carried out later in the process? Does the transfer of the parcel only occur after a successful RFP, in which case the conveyance would be directly from the Town (Select Board) to the successful RFP bidder.	
Prepare RFP and advertise for interested parties to submit proposals.		Procurement question – consultant and legal counsel to draft/review RFP
If an appropriate proposal is received, accept that proposal and enter into a binding contract for the construction of the project, ownership of the property and the long-term management of the veterans' housing project, group home or Habitat for Humanity residence.	Which entity actually holds title to the property at the end? Ensure that permanent restrictions regarding affordable housing are contained in the deed. Does the successful applicant enter into a separate contract with the AFT for the long-term management of the project?	
Decide whether any Affordable Housing Trust funds should be used to make the project economically viable or to construct amenities that that AFT concludes are important for the well-being of the persons occupying the project.		
Record ANR Plan for new parcel and convey title to the land to the entity developing the veterans housing, group home or Habitat for Humanity.		
Monitor compliance with deed restrictions that were part of the RFP and ensure proper management of the property in the future.		