

**Municipal Affordable Housing Trust Fund (MAHTF)
Meeting Minutes – May 2, 2018**

Attendance: Mary Antes; Bob Duffy (arrived at 8:05 PM); Stephen Greenbaum; Mike Staiti; and Brian O’Herlihy.

Absent: Susan Weinstein

Others in attendance: None.

Open Meeting: M. Antes called the meeting to order at 7:32 PM at the Wayland Town Building. B. O’Herlihy agreed to keep the minutes.

Public Comment: None.

Previous Minutes: March 7, 2018.

Materials Discussed/Distributed: MAHTF financial statements (unaudited) as of March 31, 2018 and April 30, 2018.

Notes:

- 1) No public comment.
- 2) The Trustees reviewed the draft minutes for the meeting held on March 7, 2018. M. Staiti moved approval of the minutes. S. Greenbaum seconded. Motion approved 4-0.

B. O’Herlihy agreed to provide a copy of the minutes to B. Duffy for posting on the Town’s website.
- 3) B. O’Herlihy provided report of Treasurer which included a review of the MAHTF financial statements (unaudited) as of March 31, 2018 and April 30, 2018. M. Staiti moved approval of the Treasurer’s report. S. Greenbaum seconded. Motion approved 5-0.
- 4) B. O’Herlihy noted that two of the Trust’s certificates of deposit at The Village Bank were scheduled to mature on May 29, 2018 and that although the Trust had approximately \$300,000 in its savings accounts at The Village Bank, it might be prudent to reinvest the maturing CD’s in shorter term maturities to ensure the Trust has sufficient liquidity to deal with the remaining improvements to the existing house at 11 Hammond Road and the potential construction of an additional unit on the property. He recommended reinvesting one-half of the proceeds in a 3-month CD and the remaining balance in a 12-month CD. The current rates at The Village Bank are 0.5% and 1.49%, respectively, for 3-month and 12-month CDs. S. Greenbaum moved approval of B. O’Herlihy’s recommendation. M. Staiti seconded. Motion approved 5-0.

- 5) B. O’Herlihy provided the Trustees with the following update of activities related to the MAHTF’s ownership of the house at 11 Hammond Road:
- a) The new septic system was installed in early April. B. O’Herlihy submitted the contractor’s invoice for \$22,000 (per contract) to the Town for payment processing following confirmation by Sullivan Connors Associates (“SCA”), the Trust’s septic engineer, that system was completed in accordance with plans it designed and approved by the Wayland Board of Health (“BOH”).
 - b) An as built plan for the new septic system has been prepared by SCA and copies will be provided to BOH and the Trust. B. O’Herlihy submitted SCA’s invoice for \$1,370.00 (covering additional work related to the new septic system - \$950.00 and work related to feasibility of constructing additional unit - \$420.00) to the Town for payment processing.
 - c) The plumber referred by the septic contractor concluded he could not handle the septic tie in located in the basement by himself and suggested we find another plumbing contractor to handle that work. Bolivar Plumbing, Inc. was hired to complete the septic tie in, which included removal of a number of the existing cast iron pipes, and the repair of a vent and drain issue related to the kitchen sink. This contractor will also install the cold water supply and re-install the toilet once the repairs to the floor in the 1st floor bathroom have been completed and the new floor has been installed. The total cost for this work is approximately \$2,800.00, subject to adjustment in order to comply with prevailing wage law.
 - d) Removal of asbestos tile in second floor bathroom and a small amount of asbestos pipe insulation located in crawl space in second floor bedroom were removed. B. O’Herlihy submitted the contractor’s invoice for \$1,520.00 to the Town for payment processing. The contractor had the work inspected by the firm that did the original asbestos testing and received a final sign off. All official paperwork related to the removal and proper disposal of the asbestos containing material will be provided to the Trust by the contractor.
 - e) The contractor handling carpentry work began work on May 1st and hoped to complete work in a few days. While repairing floor joists at front door, contractor had to cut heating pipes to second floor. B. O’Herlihy is in process of getting an estimate from Metrowest Energy (provides oil burner service and heating oil to the property) to repair pipes and hopes to have part of the cost absorbed by carpentry firm.
 - f) The existing six-month vacant property insurance policy was renewed in March at a cost of \$1,456.00 for an additional six months.
 - g) B. O’Herlihy noted that the two dead trees that were the subject of a legal letter to owner of CVS property last year may, in whole or part, be located on the Trust’s property based on a site visit by the new Town Surveyor. An official site survey has not been completed. B. O’Herlihy received an estimate from Lynch Tree & Landscape to remove the two trees (and dead tree on ground) and is awaiting an additional estimate from a tree removal contractor that does work for the Town. The Trustees agreed to defer action on tree removal until it could be determined if owner

(or prior owner) of CVS property planned to remove trees in response to the Trust's letter.

- 6) M. Staiti indicated he had not yet begun work on the application and related documentation needed to secure approval of a 40B comprehensive permit from the ZBA as he was awaiting a vote of the Trustees to pursue a single unit versus a duplex. B. O'Herlihy read a letter that had been sent to the Trust (and various other Town employees, boards and committees) on March 12, 2018 from several individuals that live in the neighborhoods surrounding the property who expressed opposition to the Trust's building one or two additional units on the site. B. O'Herlihy noted that he had an additional conversation with Mr. Martino at 9 Hammond Road who expressed continued openness to a single, three-bedroom unit. M. Staiti moved to pursue the construction of a single, three-bedroom unit at 11 Hammond Road. B. Duffy seconded. Motion approved 5-0.
- 7) M. Antes noted that Board of Selectmen had approved a recommendation by the Building Commissioner (which was prompted by a request by B. O'Herlihy) to limit building permit fee(s) for 11 Hammond Road to \$50.00 minimum fee. Other permit fees, e.g., plumbing, were not waived or limited as fees are used to pay part-time inspectors.
- 8) B. O'Herlihy noted that he had not yet completed a draft lease between the Trust and Wayland Housing Authority for 11 Hammond Road. He noted that he was using an agreement provided by the Town of Carlisle as a template. B. O'Herlihy noted that he had heard from B. Boggia that S. Weinstein knew of a law firm that might be willing to review draft lease pro bono. B. O'Herlihy agreed to follow up with S. Weinstein for contact information.
- 9) M. Antes noted that Article 29, i.e., the prevailing wage exemption, sponsored by the Trust was approved at Annual Town Meeting. B. O'Herlihy provided the Town Administrator with draft cover letters to the Town's legislators and the Governor noting the affordable housing aspect of the proposed special legislation. S. Greenbaum agreed to provide a copy of the final correspondence to Representative Kevin Honan, Chair of Joint Housing Committee, with request that he support our effort.
- 10) M. Antes noted that an informational meeting will be held on May 14th at the Federally-owned property on Launcher Way, which contains 12 small, single family houses and 5.6 acres of land. The US government will begin its site visits in Hudson at 11 AM and will proceed to Launcher Way following that meeting. The Town Planner, M. Antes and B. O'Herlihy plan to attend the Launcher Way meeting.

B. O'Herlihy noted that the Army Corp of Engineers had posted detailed property information on its web site.

M. Antes noted the Town Planner is continuing to work through his legislative contacts to see if the Town could be given a right of first refusal, but B. O'Herlihy noted that the actual disposal authorization contained in National Defense Authorization Act for Fiscal Year 2018 requires the property to be sold for fair market value which, based on his understanding of development options, could be well in excess of \$1 million. Remediation costs for asbestos and lead paint would add to this cost.

- 11) M. Antes noted that the Trinitarian Church is not inclined to sell its residential properties abutting the church property and, therefore, there were no opportunities for the Trust at this time.
- 12) M. Antes noted that the Wayland Housing Partnership had drafted an accessory dwelling unit by-law and was looking for input on any unintended consequences of the enactment of such a by-law prior to providing it to the Planning Board for its review and comment.
- 13) B. O’Herlihy noted that he had discussed status of 13 King Street with the Town’s Treasurer. It appears Town is preparing to foreclose on the property once the court gives its final approval to do so. The current owner continues to refuse to pay back taxes and is attempting to block Town from foreclosing. It’s not clear what the Town would do with the property if it successfully forecloses, but the Treasurer noted that the current owner would have the right to petition the court during a 12-month period following foreclosure if he wanted to pay back taxes and recoup title to the property. Trustees agreed that it didn’t make sense for the Trust to get involved at this time.
- 14) M. Staiti noted that there may be an opportunity to acquire a property on Lakeshore Drive that his development firm had been pursuing, but the property is not for sale at this time.
- 15) M. Antes noted that it was unclear what, if any, follow up was required following the meeting with the Weston Trust members, so this item will be removed from future agendas.
- 16) M. Antes suggested that discussion of thank you letter drafted by S. Weinstein be deferred until the next meeting.
- 17) M. Antes and B. Duffy discussed logistics of working with the Trust’s web page on Town web site. B. Duffy indicated that he had been in contact with Town’s IT department and was hopeful that he would be able to start posting approved minutes and financial statements in the near future.
- 18) M. Antes noted that the next meeting is tentatively scheduled for Wednesday, June 6, 2018 at 7:30 P.M. at the Wayland Town Building.

Adjourn: M. Staiti moved to adjourn the meeting at 9:06 P.M. B. Duffy seconded. Motion approved 5-0.

Respectfully submitted,

Brian T. O’Herlihy