



Town of Lancaster
Office of the Town Administrator
701 Main Street, Suite 1
Lancaster, MA 01523

KATE HODGES, *Town Administrator*

Kathleen Rocco, Executive Assistant

May 2, 2022

RE: Request for Input & Feedback from Boards/Committees, proposed 40B site permit.

Dear Members,

Attached you will find a copy of Capital Group's comprehensive permit site approval application which was filed with the Massachusetts Housing Finance Agency ("MassHousing") last week. This permit is required under the State's comprehensive permit statute M.G.L. c.40B § 20-23, enacted as Chapter 774 of the Acts of 1969, also known as "*Chapter 40B*." As part of MassHousing's review, the agency will conduct an inspection of the site and is actively soliciting comments from the Town. MassHousing has assured us that they will consider any and all relevant comments or concerns from the Town relative to Capital Group's application.

It is with this notion in mind that I write to you today. Town Administration is interested in collecting feedback from anyone who may be interested in providing an opinion, comments or concerns relative to Capital Group's application. A letter similar to this was forwarded to the community at-large earlier today and is on the Town's website in an effort to solicit feedback from as wide an array of people as possible. In order to submit the Town's comments within the thirty (30) day window, I ask that you send me your Board or Committee's responses, in writing, no later than Friday, May 13, 2022, by 10:00 AM. Comments may be emailed to my attention at khodges@lanasterma.net, mailed to the address above, or dropped-off in person to the Town Clerk or Select Board Offices, located on the first and second floors of the Town Hall, during regular business hours.

A summary of comments received from both members of the public and elected/appointed officials will be created for everyone to view. The Select Board has called a special meeting for Monday, May 23, 2022, to discuss the themes surrounding the comments received. The meeting is open to the public and will be held in the Nashaway Meeting Room, located on the second floor of Town Hall, beginning at 6:00 PM. At the conclusion of that meeting, a plan for a combined town-wide response letter will be outlined. The Town must provide its comments to MassHousing no later than May 27, 2022 for our feedback to be considered. Please remember that should a quorum of members from your Board or Committee wish to attend the Select Board's Special meeting, a meeting notice should be filed with the Town Clerk's Office consistent with Open Meeting Law. If you have questions about your groups' adherence to OML, please contact the Town Clerk's office directly.

After Lancaster's responses are received, MassHousing will issue Capital Group a 'Site Approval Letter' which indicates *approval*, *conditional approval* or *denial* of the application.

Should the application be approved, Capital Group would then contact Lancaster's Zoning Board of Appeals to continue the approval and development processes. Capital Group has two calendar years from the date of MassHousing's approval to apply to the ZBA for next steps.

I encourage each Board and/or Committee to take time to read Capital Group's application and provide your thoughts on this important project. I realize this is a very tight timetable, as we only have 30-days to respond. To that end, *if* your Board or Committee does not have a meeting scheduled that you believe is suitable to the aforementioned timeline, I would encourage you to contemplate calling a special meeting to consider the application. It is imperative that our *collective* Town response to MassHousing reflect the will of our community and as many Boards and Committees as possible. A holistic and complete response from the community cannot be achieved without adequate feedback from a variety of citizens, board members and committee groups.

Should anyone wish to review this application in-person, a hard copy of Capital Group's dated application, as well as several large-scale site maps, are available for viewing in our Public Library during regular business hours. I look forward to listening to, and learning from, the many perspectives of Townspeople relative to this project's potential.

Thank you, in advance, for your time and attention to this important community discussion.

Respectfully,

Kate Hodges, Town Administrator
Town of Lancaster, Massachusetts