

Approved: April 6, 2023

**MINUTES OF THE PROCEEDINGS OF  
THE LANCASTER AFFORDABLE HOUSING TRUST (“AHT”)**

Meeting conducted via ZOOM internet conferencing  
Thursday, March 2, 2023

Present: Jason Allison  
Kelly Dolan, *Ex Officio*  
Victoria Petracca, Chair  
Carolyn Read  
Debra Williams

Absent: Frank Streeter, Secretary

\*\*\*\*\*

**I. Call to Order & Administration**

Chair Petracca called the Affordable Housing Trust (“AHT”) meeting to order over Zoom at 7:02 PM and called the roll of the Trustees.

Zoom meeting link: <https://us02web.zoom.us/j/86863039130> Meeting ID: 868 6303 9130

Chair Petracca noted that Secretary Frank Streeter had a prior engagement.

**II. Approval of Meeting Minutes**

***VOTE: Trustee Read made a motion to approve the meeting minutes of January 5, 2023. Motion seconded by Trustee Williams. Motion approved unanimously (4-0-0)***

Meeting minutes of February 2, 2023 have not yet been circulated and were tabled.

**III. Scheduled Public Appearance(s)**

None.

**IV. Recommended Bylaw Amendments for Annual Town Meeting**

1. Chair Petracca stated the Select Board informed that Annual Town Meeting is now scheduled for Wednesday, May 3, 2023 at 7 P.M. at Mary Rowlandson Elementary School.
2. The AHT discussed the feedback received from the Building Inspector and Planning Board relative to the AHT’s proposed amendments to the Town’s Accessory Dwelling

Unit bylaw. Trustees Read and Williams raised concerns about the Building Inspector's recommendation to include a deed restriction as this additional step and cost may be a hurdle to homeowners seeking to create an ADU. Resident and Planning Board Member Kendra Dickinson provided a summary of the Planning Board's perspective as they perceived the Building Inspector's suggestion. She clarified the concern from the Building Inspector that the a property with an ADU not become a future multi-family property with essentially two condo units, or in another scenario, an Air B & B with transient traffic. She pointed out the deed restriction still gives rental ability. This was helpful background and ultimately the AHT decided not to submit an official statement, although there is still a concern that the restriction adds another hurdle when the intent is to remove them. regarding concern over the deed restriction. Resident Dick Trussell asked about a context of construction of multiple properties on the same lot seeking ADUs and whether Inclusionary Zoning would then apply. The Trust did not think this scenario would be eligible for the ADU bylaw and it is rather a multi-family development.

3. The AHT confirmed that the Building Inspector and Planning Board did not have additional feedback and/or edits to the currently proposed amendment to the Town's Inclusionary Zoning bylaw.

#### **V. Updates to Existing Subsidized Housing Inventory**

The price of the affordable ownership unit for sale at Blue Heron (40B) was set at \$250,700. The marketing materials will be sent to the AHT to post on Facebook and share with the public.

#### **VI. Updates to Pipeline**

Chair Petracca announced the new pipeline document reviewed at the last meeting has been amended with the AHT's feedback and is now posted on the webpage.

The following sites had updates at the meeting:

1. MCO & Associates, approximately 261-301 Deershorn Road, "Cottage Lane" Notice of Intent hearing at the Conservation Commission for units in jurisdictional areas. Board of Health still reviewing some of the unit septic systems. However, 13 units are now approved with septic and building permits; clearing has started for those.
2. Capital Group, approximately 1410-1474 Lunenburg Road/Route 70, "The Landing" Attorney General has not sent back the review on 40R bylaw yet. In the interim, and in an effort to save time, Chair Petracca suggested the Trust email the Town Administrator and Select Board regarding the 5 members from 5 boards that will form the Plan Approval Authority and request they ask the relevant boards to make their nominations. The other Trustees agreed.

3. Division of Capital Asset Management and Maintenance (DCAMM), approximately 220 Old Common Road  
Trustee Williams provided an update on the DCAMM property disposition with a potential acquisition by the Town. Town Administrator Hodges had previously updated that Town Meeting voted positively to recommend state legislation be drafted to allow the acquisition. Trustee Williams recently learned from Town Administrator Hodges that the state legislation was not enacted before the Legislature's most recent voting session ended. Town Administrator Hodges will pursue the state legislation again, and the additional time will also allow for more due diligence on the property.
4. Atlantic Union College (AUC) Campus, Main Street  
Chair Petracca referenced a recent press release that AUC has halted the sale of the campus and intends to create an educational hub. However, the hub may not use all buildings and there may be some mixed-use possibilities, including residential.
5. Vacant Memorial School, 39 Harvard Road  
Trustee Read, who is the Trust's representative on the Town's Memorial School Re-Use Committee (MSRC), updated that there are currently no more meetings scheduled. Instead the Committee and others are waiting for town counsel's recommendation regarding the potential recreational use restriction on the entire 695 Main Street parcel which includes the school and other town-owned buildings.

## **VII. Public Comment**

None.

## **VIII. New Business**

Request for Annual Report submittal

## **IX. Communications**

Chair Petracca reminded that the next two scheduled AHT meetings are Thursday, April 6, 2023 and Thursday, May 4, 2023, both at 7 P.M. via Zoom. Annual Town Meeting is scheduled on Wednesday, May 3, 2023 at 7 P.M. at Mary Rowlandson Elementary School.

## **X. Adjournment**

***VOTE: There being no further business to consider, Trustee Williams made a motion to adjourn, seconded by Trustee Read. Motion approved unanimously (4-0-0)***

Chair Petracca adjourned the meeting at approximately 8:05 P.M.

Respectfully submitted,

Victoria Petracca, Chair (in place of Secretary Streeter)