

Approved: March 2, 2023

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

Meeting conducted via ZOOM internet conferencing
Thursday, January 5, 2023

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

Absent: Stephen Kerrigan; Frank Streeter, Secretary

I. Call to Order & Administration

Chair Petracca called the Affordable Housing Trust (“AHT”) meeting to order over Zoom at approximately 7:01 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 the required Select Board representative to the AHT will likely change in 2023. She thanked the current Select Board representative, Trustee Stephen Kerrigan, for his strong commitment to affordable housing in Lancaster.

Chair Petracca noted that she forgot to put the annual re-organization that occurs every January for appointed boards on tonight’s agenda. She suggested that this be done at the next meeting on February 2, 2023, especially given that two Trustees are absent.

II. New Ex Officio Trustee

Chair Petracca introduced the AHT’s new *Ex Officio* Trustee, Kelly Dolan, who joined the Town of Lancaster as Director of Health and Human Services in September 2022. Chair Petracca explained that under the MA state laws for Affordable Housing Trusts, the local Town Administrator or his/her designee serves as an *Ex Officio* Trustee. Chair Petracca thanked Town Administrator Kate Hodges for serving and relayed that she and Town Administrator Hodges had spoken about Kelly Dolan’s direct “hands-on” experience in affordable housing as a benefit to the AHT, and that the Select Board recently appointed Trustee Dolan to the AHT.

Trustee Dolan presented her education and professional background in health and human services, and in particular, her affordable housing management experience and her role at the Worcester Housing Authority prior to working in Lancaster. Trustees Read and Williams echoed

the Chair's appreciation of Trustee Dolan's role in Lancaster while Trustee Dolan conveyed her interest in the work of the AHT. The AHT members also spoke about the benefit of Trustee Dolan's team for emergency housing assistance. There was also clarification of the role of Lancaster Housing Authority (Bigelow Gardens management) versus the Lancaster AHT.

III. Approval of Meeting Minutes

The September 22, 2023 and December 1, 2023 meeting minutes were tabled to the next meeting scheduled on February 2, 2023 as they have not been circulated yet.

IV. Scheduled Public Appearance(s)

None.

V. Updates to Subsidized Housing Inventory Pipeline

Chair Petracca reiterated the desire to create a pipeline document and plans to circulate a draft to the Trustees to review at the February 2, 2023 meeting.

1. The following sites were reviewed per the active pipeline. These are from a list on the AHT's December 1, 2022 agenda.
 - a. Capital Group, approximately 1410 – 1474 Lunenburg Road (Route 70)
Status: 40R bylaw passed by residents at November 14, 2022 Special Town Meeting. Attorney General's office has been contacted to learn whether its review is complete. Waiting to hear back.
 - b. Capital Group 40B alternative (200 ownership units of which 50 count toward SHI) located at rear of same site near White Pond Road.
Status: approved by MassHousing but has not moved forward at Lancaster Zoning Board of Appeals.
 - c. MCO & Associates, approximately 261-301 Deershorn Road.
Status: Scheduled to go before the Board of Health for septic approvals. Also still needs to go before Conservation Commission for Notice of Intent hearing. Upcoming Planning Board agenda item to rescind the various house lots leftover from prior ownership 40B proposal to restore to a single lot for transformation as a rental 40B.
 - d. Division of Capital Asset Management and Maintenance, approximately 220 Old Common Road
Status: As discussed at last meeting, Town Administrator Kate Hodges is now official liaison, and she has begun speaking with state officials. Trustee Williams is AHT liaison. No update, however, Town must have decision by next

December 2023. Due diligence needs to be done first and a plan made for how to pay for it. Planning Director has been working on potential re-zoning language.

- e. Harbor Classic Homes, 2038 Lunenburg Road (Route 70)
Status: no update; Town is still dealing with stormwater cease and desist.
- f. 213-217-219 South Main Street. Subject to Inclusionary Zoning bylaw.
Status: AHT has not received the Local Action Unit application for the one required affordable unit.

2. Vacant Memorial School, 39 Harvard Road

Status: Chair Petracca reviewed steps taken in the past for adaptive re-use to affordable senior housing, the current Memorial School Re-Use Committee and its composition, the history of a Thayer Park grant that involved a recreation restriction on the entire 695 Main Street parcel, as well as steps to take to remove it, if needed. Trustee Read, AHT designee to the Committee, explained the group is currently only pursuing recreational use and specifically a pavilion, although this was not a unanimous vote. AHT and COA members believe senior housing to be highest and best use, however restriction needs to be understood. The Chair expressed her desire for senior housing units in the vacant portion of the school and recreational development at the adjacent Thayer Park in a mixed-use project. She spoke about the benefit of using municipal real estate for affordable housing as removing a major development barrier. Conversation by AHT members on best next steps and the need to hear more on potential use restriction.

VI. Public Comment

Resident Dick Trussell (15 Burbank Lane) spoke to the need for affordable senior housing that is also mobility impaired at Memorial School.

Resident Rob Zidek (103 Kaleva Road) expressed several comments including his support for Trustee Kelly Dolan and the Health and Human Services team, surveyor equipment at Harbor Classic Homes, an update on MCO Cottage Rentals from attending town committee meetings, SHI/Safe Harbor, and Environmental Justice.

VII. New Business

Chair Petracca stated she received an email request from a resident to interview the Chair related to the proposed 40R project. This is for a journalism class assignment that will not be published. Trustee Williams expressed she would be comfortable for the Chair to respond to interview questions outside of an AHT meeting.

VIII. Communications

Chair Petracca reminded that the next two scheduled AHT meetings are Thursday, February 2, 2023 and Thursday, March 2, 2023, both at 7 P.M. via Zoom. There is a Special Town Meeting

scheduled on Saturday, January 28, 2023 at 10 A.M. at Mary Rowlandson Elementary School.

IX. Adjournment

VOTE: There being no further business to consider, Trustee Williams made a motion to adjourn, seconded by Trustee Read. Motion approved unanimously (3-0-0)

Chair Petracca adjourned the meeting at approximately 8:17 P.M.

Respectfully submitted,

Victoria Petracca, Chair (in place of Secretary Streeter)