



LANCASTER AFFORDABLE HOUSING TRUST

Meeting Minutes

Thursday, December 7, 2023

via ZOOM 7:00 P.M.

**I. Call to Order & Administration**

Victoria Petracca, Chair, called the meeting to order at 7:01pm

In Attendance:

*Trustee Carolyn Read,*

*Trustee Debra Williams,*

*Chair Victoria Petracca,*

*Trustee Jason Allison (joined 7:05)*

*Kelly Dolan, ex officio*

Absent: *Trustee/Secretary Frank Streeter*

**II. Approval of Meeting Minutes**

Review & take action on Meeting Minutes of November 2, 2023

*VOTE to table* item until next meeting 1/4/2024. Motion by Trustee C. Read (CR); 2<sup>nd</sup> by Trustee D. Williams. APPROVED 3-0

**III. Scheduled Appearance: Danielle Fahey, Executive Director of Bigelow Gardens**

Following introductions, Fahey spoke about her how her new role as Executive Director at the 70-unit senior housing complex Bigelow Gardens in Lancaster began July 1, 2023. She stated she is also currently Executive Director of Clinton Housing Authority (CHA), which serves as managing agent for Lancaster in her new dual role. According to Fahey, Bigelow is classified as Senior Housing Plus with 13% (9 of 70 units) qualifying low-income residents under age 60. She said the current focus at Bigelow involves construction needs such as a sewer project and window replacements. LAHT Chair Petracca asked Fahey if there were plans to retrofit any of the units to make handicap accessible. Fahey explained that this would depend on capital funding money awarded, which was not yet known. When responding to questions from other attendees, Fahey said that residents living at Bigelow are independent and have access to “everything they need” to do what they want. Fahey said because Bigelow is often the last living space for residents, living there an average of 10-20 years, she wants to gain the trust of residents there and make sure they “feel safe, heard and listened to.” Resident Kendra Dickinson of 402 Oetman Way thanked Fahey as well as LAHT Chair Petracca and member Dolan for arranging

the conversation with Fahey about senior housing and Bigelow Gardens. Resident Dick Trussell of 15 Burbank Lane asked Fahey how Lancaster can get more affordable senior (only) housing. Fahey explained that there are “fair housing rules prevent that.”

**IV. Housing Production Plan 2020-2024**

Chair Petracca provided an update that – to date – there have been no initial responses to the town’s Response For Proposal (RFP). However, Petracca stated that Wayne Feiden of Plan Sustain Group, a consultant on the Lancaster’s Master Plan, had been approached about bidding to do the update to the town’s Housing Production Plan (HPP) as well. Deadline to submit RFP is January 4, 2024 and according to Community Development and Planning Director Brian Keating, a first community forum is tentatively scheduled for February 29, 2024.

Note: An approved Housing Production Plan is a requirement for Safe Harbor

**V. Inclusionary Zoning Amendment (IZA) for Annual Town Meeting (ATM), Spring 2024**

Chair Petracca suggested the following updates/changes for further clarification:

- under “Applicability” section: clarify as net new units only, not existing units
- under “Payment in lieu”: clarify with project “ownership units” – payments will include all market rate units (zero affordable units in the project) and that money paid will be used to build affordable units elsewhere.

*VOTE: Motion to have Chair Petracca ask town council to make the above changes with legal language to IZA to prepare for ATM – made by Trustee Read and 2<sup>nd</sup> by Trustee Williams. APPROVED 4-0*

**VI. Updates to SHI Pipeline**

1. 40R Smart Growth District, approximately 1410 – 1474 Lunenburg Road, Route 70 - MEPA and Capital Group are in discussions

2. Cottage Lane, MCO & Associates, approximately 261–301 Deershorn Road, Chapter 40B Comprehensive Permit (under construction): *Update:* After input and brief discussion from trustees and attendees, it was decided that a letter for local preference justification from LAHT should be written regarding this project with Chair Petracca and Trustee Read working on the draft.

*VOTE: Motion made by Trustee Allison; 2<sup>nd</sup> by Trustee Williams. APPROVED 4-0*

3. Neck Farm Estates, 13 Neck Road, Chapter 40B, Comprehensive Permit - none

4. Laurel Hill, Harbor Classic Homes, 2038 Lunenburg Road, Special Permit -none

5. Property rehab, Cleveland Street LLC, 197 South Main Street, Inclusionary Zoning, Local Action Unit – *Update:* Petracca stated that the required regulatory

agreement has not been returned by builder. Therefore, no occupancy permit will be issued by the town until after the documentation is provided, according to Community Development and Planning Director Keating.

**VII. Updates to Existing Subsidized Housing Inventory (SHI) – none**

**VIII. Correspondence** – Chair Petracca noted that an email inquiry from a resident was received asking about how many affordable housing units are “coming up.” Resident was referred to our webpage with published SHI pipeline.

**IX. Public Comment** – none at this time (see III – during scheduled appearance)

**X. New Business** – CPA (Community Preservation Act) application deadline for funds – January 15, 2024. LAHT will not have any submissions for that date. However, ex-officio member Kelly Dolan, Director of Health and Human Services, located at the Lancaster Community Center, applied for \$10,000 to be used for mailers. Dolan to work with LAHT to discuss using a part of that for a LAHT pamphlet. Trustee Read expressed preference that CPA funds dedicated to affordable housing be used directly for housing production, rather than education campaigns or other non-tangibles.

**XI. Communications**

1. Next Scheduled Affordable Housing Trust Meetings

a. Thursday, January 4, 2024 at 7 P.M. via Zoom

b. Thursday, February 1, 2024 at 7 P.M. via Zoom

2. Neck Farm Estates Comprehensive Permit Hearing, Thursday, December 14, 2023 at 7 P.M. in person (Nashaway Room, Prescott Building) and via Zoom

**XII. Adjournment** at 8:25pm

VOTE: Motion to adjourn – Trustee Allison; 2<sup>nd</sup> by Trustee Read – APPROVED 4-0

*Respectfully submitted by member Debra Williams in place of Secretary Frank Streeter*