

These minutes were approved, as submitted, by a unanimous vote at the CHDC meeting held on 2/14/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on January 10, 2012.

The meeting was convened at 7:05 PM in the offices of Omni Properties in Concord. Attending were members: David Hale, Chairman; Barbara Morse; Greg Higgins; Alan Bogosian and Don Lashley.

A motion was made and duly seconded to approve the minutes, as revised, of the meeting of December 7, 2011. The revision was to delete the name of Jack McBride as an attendee at the CPA hearing on 11/9/11. The vote to approve was unanimous.

Dave reported that the renovations in Unit 10 at Emerson Annex are nearly complete and we are awaiting final word from the GC, Jerry Evans. In his 12/16/11 email, Dave attached a copy of the P&S Agreement, signed on 12/12, for a closing on 2/7/12.

On Junction Village, Dave reported that his email memo of 12/28/11 was in response to the Department of Transportation's requirement that any easement over the former rail tracks include a condition that an over or underpass be provided if the rail line is ever reactivated. Dave has requested relief from this very troublesome requirement and is awaiting a response from the DOT.

As for the CPA application, Barbara reported that she has received a letter dated 12/20/11, from the CPC confirming its vote recommending that the CHDC receive \$80,000 of CPA funds, to be used only for the preservation of existing affordable housing and the purchase of existing small houses to create affordable housing.

There was no report on the proposed Hugh Cargill donation.

There was no report on the Lalli Woods Development

The land off Laws Brook Road was briefly discussed and it was decided that our interest, if any, would be reviewed at our next meeting. Alan offered to telephone the owner of the house on the land and report to us.

Barbara has prepared a section on the CHDC for the upcoming Annual Town Report, and included a photo of the plaque at Lalli Woods.

There was no report on the Elm Brook meeting.

Barbara raised the subject of a delayed-holiday social get together, to include the other housing groups in town; and she said she will circulate an inquiry among us requesting some suggested dates.

The next meeting is scheduled for February 14, 2012 at 7:30 AM.

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by a unanimous vote at the CHDC meeting held on 3/8/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on February 14, 2012.

The meeting was convened at 7:40 AM in the offices of Omni Properties in Concord. Attending were members: David Hale, Chairman; Barbara Morse; Alan Bogosian; Jack McBride; Amy Barrett and Don Lashley. Also attending were Marcia Rasmussen, Director of P&LM and Charles Phillips of the CHF.

A motion was made and duly seconded to approve the minutes of the meeting of January 10, 2012. The vote to accept the minutes, as submitted, was unanimous.

Dave reported that the renovations in Unit 10 at Emerson Annex are complete and the sale of the unit has just been accomplished. He commented that our GC, Jerry Evans, did an excellent job.

On Junction Village, Dave stated that our efforts to resolve the access issue have not been successful. This was reported in his email memo of 2/12/12 which stated that the Department of Transportation has refused to provide us with long-term surface crossing easement. However, the DOT will issue a letter listing the many reasons why a bridge or tunnel will likely never be required to allow the rail tracks to be reactivated. Jack offered to draft a response to such a letter, addressed to all involved parties, explaining our objections to this proposal. While we wait to hear from the DOT, Don will prepare a request to the CPC for all pre-development costs to date. This will be consistent with the CPC approval of our 2010 application and the CPC's 2/7/11 recommendation to the ATM, in the amount of \$25,000.

The subject of Junction Village led to an extended discussion of other land parcels for possible development. Jack mentioned that he has talked with John Durkin who owns the house and lot on Elm Street adjacent to Lalli Woods, which has been a location of a possible addition to Lalli Woods. However, Jack stated that his asking price is considerably above fair market value. No other specific properties were identified in the discussion. Alan reported that the owner of the house on Laws Brook Road, which may be of interest to us, is not ready to sell, at present. Charles Phillips mentioned the 2003 work of the then Affordable Housing Committee considering potential projects on Town-owned land. Marcia offered to research the subject in the 2004 Planned Production Plan and let us know if she finds any helpful information.

Barbara and Marcia briefly commented on the upcoming meeting of the BOS on 2/27, to which Dave has been asked to attend. There was some uncertainty as to whether the BOS expected a status report of the CHDC's recent activities or were intending to provide some ideas of its own. Jack said he will contact either Greg Howes or Chris Whelan to clarify the proposed agenda.

The meeting was adjourned at approximately 8:50 AM.

The next meeting is scheduled for March 8, 2012 at 7:00 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 4/10/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on March 8, 2012.

The meeting was convened at 7:05 PM in the offices of Omni Properties in Concord. Attending were members: David Hale, Chairman; Barbara Morse; Alan Bogosian; Jack McBride and Don Lashley. Also attending was Beth Rust of the Regional Housing Services Office, (RHSO).

Beth gave a recap of recent activities of the RHSO and distributed copies of the December '11 and January '12 status report, which she covered in some detail. So far, six local towns are served by this organization and the Town of Acton will soon join; however, Wayland will not. She stressed two of the services could be of particular value to us: strategic planning and program administration. And, she asked us to think of ways she could help us in FY 2013.

Dave reported that he will not be able to attend the upcoming session of the BOS to give a report on our recent and future activities. Jack agreed to give the report at the BOS meeting on March 12; with Barbara, Alan and Don joining him that night.

Jack reported that he is going to personally develop the parcel of land on Elm Street adjacent to existing Lalli Woods, with 8 dwelling units, and that he intends to resign from the CHDC to avoid any "conflict of interest". He also asked to be placed on the agenda for our next meeting to describe the project and presumably, to ask for our support in his dealings with Town.

Then we had an extended discussion on ways to attract more members for the CHDC. Suggested actions might include polling former members of the CHT, consulting with Beth Rust and placing some type of notice in the Concord Journal.

Dave stated that there was nothing new to report on the land on Laws Brook Road or on Junction Village.

Barbara briefly reported on a recent meeting she had attended with Marcia Rasmussen, on the activities of the Greater Lowell Area Habitat for Humanity, which area includes Concord. Marcia has agreed to monitor several of its assistance programs as they might be of interest to some citizens of Concord

A motion was made and duly seconded to approve the minutes of the meeting of February 14, 2012. The vote to accept the minutes, as submitted, was unanimous.

We agreed that the next meeting would be held on April 10 at 7 or 7:30 PM, altho not in Dave's office for the present time. The location will be announced when an available space is secured.

The meeting was adjourned at approximately 8:05 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 7/10/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on May 8, 2012.

The meeting was convened at 7:40 AM in the offices of Omni Properties on Baker Ave. in Concord. Attending were members: Dave Hale, Chairman; Barbara Morse, Co-Chairman; Dean Atkins and Don Lashley. Also attending were former member, Jack McBride, and prospective new member, Phil Posner.

Jack McBride presented slightly updated information on his proposed 8-unit housing development at 1257 Elm Street, on land formerly owned by John Burke. He is proposing 8 units in four buildings, in which two units will be affordable. Jack stated he is now seeking community support, including whatever the CHDC would wish to provide; and further expects to meet with Marcia Rasmussen next week. He said he will forward to us colored copies of the plans and a proforma soon and, if all goes well, hopes to start construction September or October.

After he left, Dave commented that we should provide some level of support. He also said he will suggest that Jack contact Beth Rust, and possibly others, regarding pricing of his proposed units.

In view of the lack of quorum of members who had attending the April meeting, we deferred the vote on meeting minutes for April, until the June meeting.

Next, Dave reported on the status of Junction Village, saying that he and attorney, Maryann Cassidy, have been working with the DOT on the wording of a grant of easement over the railroad ROW. Dave is somewhat optimistic that it will be executed soon by the Secretary of DOT. Then he plans to revisit the easement issue with abutter, Chris Hart.

On the subject of CHDC membership, Don commented on his dealings with Ruth Lauer and the BOS regarding our request that Phil Posner be appointed and that the terms of Dave and Barbara be extended for an additional 3 years. Ruth has stated that the BOS will be discussing our requests, but there is some question regarding the CHDC member terms. Dean offered to contact the new Chair of the BOS and let us know.

In Other business, Barbara will contact Greg Higgins to identify one or more single-family houses that would be suitable for conversion to affordable dwellings. And, both Dave and Barbara plan to attend the next BOS breakfast meeting for committee Chairmen.

We agreed that the next meeting would be held on June 12 at 7:00 PM, in Dave's office.

The meeting was adjourned at approximately 8:50 AM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 7/10/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on June 19, 2012.

The meeting was convened at 7:05 PM in the offices of Omni Properties on Baker Ave. in Concord. Attending were members: Dave Hale, Chairman; Barbara Morse, Co-Chairman; Amy Barrett; Greg Higgins and Don Lashley. Also attending were the BOS liaison for the CHDC, Steve Ng and prospective member, Phil Posner.

Steve stated that the BOS has recently agreed to amend its appointment policy, known as APP #10, and that he is planning to make a proposal to the BOS to clarify the issues concerning our membership terms. We then discussed our membership and activities at length for Steve's benefit, including our experiences with the CPA. Barbara explained our individual initiatives program and the most recent CPA award. Dave discussed our proposed Junction Village project and commented on homeownership vs. rental units. He made the point that we should encourage the BOS to support rental over homeowners, particularly for Junction Village.

Also on Junction Village, Dave commented that the DOT attorney and he are still refining the wording of the pending grant of easement access.

Dave commented that he has signed the application for Jack McBride's Elm Street housing development. A brief conversation followed on the subject of single-family duplexes in his proposal.

On the subject of new/prospective members, Dave stated he will send everybody a list of Concord residing architects, obtained by Barbara, so we can peruse it for names of likely candidates.

In view of the lack of quorum of members who had attending the April and May meetings, we deferred votes on these draft minutes, until our July meeting.

We determined the next meeting will be on July 10 at 7:30 AM at Dave's office.

The meeting was adjourned at approximately 8:10 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 8/14/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on July 10, 2012.

The meeting was convened at 7:40 AM in the offices of Omni Properties on Baker Ave. in Concord. Attending were members: Dave Hale, Chairman; Barbara Morse, Co-Chairman; Alan Bogosian; Amy Barrett; Greg Higgins and Don Lashley. Also attending were the BOS liaison for the CHDC, Selectman Steve Ng; Director of CP&LM, Marcia Rasmussen and prospective member, Phil Posner.

Steve Ng reported that based on the recent meeting of the BOS "all is okay" with the term limits for CHDC members and that he has nominated Phil Posner to our board. Don offered to contact Ruth Lauer to learn the details of the BOS action.

Dave raised the subject of the long-delayed process of obtaining an access easement over the railbed at Junction Village, saying he was fairly certain it would be granted soon. He mentioned the next step, an ANR plan to be endorsed by the Planning Board. Marcia pointed out the land may not qualify under the ANR procedure since it has no frontage or access. She did offer to research the Town regulations to find if there is another way to proceed and said she would be in touch with Dave. A general discussion of the proposed project followed including title insurance and reimbursement from the CPC for preliminary planning and design costs. We agreed to delay a request to the CPC until all planning costs are known.

Then Dave asked just what are we going to propose for the land now that we close to owning it. This led to a detailed discussion of affordable housing and the Town's 10% standing under Ch 40B. Amy offered to contact the developer of Warner Woods concerning its unit figures and Marcia commented that Nick Boynton is progressing with 70-74 units in 3-story buildings on Beharrell Street. In summary, a rental project seems to be the choice. Marcia suggested we not restrict Junction Village to all elderly tenants but rather do elderly-targeted instead. The CHA was mentioned as a possibility to own and manage it as a rental project. And, Barbara stated she would contact Nan Crowley of Volunteers of America.

By unanimous vote the meeting minutes for April 10, May 8 and June 19 were approved, as submitted.

Barbara raised the subject of our next CPA application which is due for submission in late September. She asked for comments as to what should we propose and what amount of funds. Her suggestion is a multi-part application to include Junction Village, small grants and preservation of existing housing, such as at Emerson Annex. She will circulate last year's application and asked everyone to "mark it up" with proposed changes/additions. She said she will invite Beth Rust to our next meeting to get her ideas.

Dave distributed a list of all Concord-residing architects for each of us to propose names of possible members. And he appointed Amy and Alan to receive suggested names and make the contacts.

The next meeting will be held on August 14, 2012 at 7:30 AM at Dave's office.

The meeting was adjourned at approximately 8:50 AM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as amended, by unanimous vote at the CHDC meeting held on 9/11/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on August 14, 2012.

The meeting was convened at 7:40 AM in the offices of Omni Properties on Baker Ave. in Concord. Attending were members: Dave Hale, Chairman; Barbara Morse, Co-Chairman; Amy Barrett; Phil Posner and Don Lashley. Also attending were the Director of CP&LM, Marcia Rasmussen, and Beth Rust of the Regional Housing Services Office.

Beth led off describing in detail her proposed Program Ideas for Concord, which included Small Grants and Rental Subsidy. Each of these programs was spelled out in a two page sheet which she distributed. They are modeled after existing programs in the Town of Sudbury in which the Sudbury Housing Trust is the project sponsor with Beth acting as program administrator. We discussed various aspects of the proposed programs, after which Beth suggested that we draft applicable parameters for Concord and circulate a draft application for comment among the CHDC membership. Amy offered to contact the Town Assessors to obtain median assessments for both houses and for land. Beth will draft a sample application for Concord for our review and that of a number of interested organizations such as the CHA and CHT, etc., and she plans to attend our September meeting for further comments.

Next was a discussion of her "Rental Subsidy" plan. Dave commented that such a plan could be very costly, to which Barbara agreed and suggested we might chose to delay its consideration at this time.

Dave reported on the progress on land acquisition at Junction Village stating the he has submitted a draft access plan, an ANR plan and a draft proposed deed and is waiting for a response from DCAM. We briefly discussed possible financing and a determination as whether an all elderly rental project could be a preferred choice. Also, we discussed permitting aspects since the land parcel presently does not have legal frontage in compliance with Zoning. Also, a member of the BFRT Advisory Committee did not attend, as originally expected, because Dave determined prior to our meeting that there was too little progress to report.

We did not discuss a possible prospective member who would be an architect, although Dave commented that Greg has two possible names in mind.

By unanimous vote the meeting minutes for July 10, 2012 were approved, as submitted.

Barbara commented that she would be working on the CPA application, due September 25, and would welcome comments on the previous year's application which she had circulated.

The next meeting will be held on September 11, 2012 at 7:30 AM at Dave's office.

The meeting was adjourned at approximately 9:25 AM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 10/23/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on September 11, 2012.

The meeting was convened at 7:45 AM in the offices of Omni Properties on Baker Ave. in Concord. Attending were members: Dave Hale, Chairman; Barbara Morse, Co-Chairman; Alan Bogosian; Phil Posner and Don Lashley. Also attending were the Director of CP&LM, Marcia Rasmussen; Lara Kritzer, Senior Planner with CP&LM and Beth Rust of the Regional Housing Services Office.

Dave presented an update on activity at Junction Village, saying that the DOC consultant is waiting for additional wording in the proposed deed covering an emergency access to the J.V. land, which will be along the prison's easterly property line to connect with Route 2. Also, the deed must contain a reference to the conveying legislation. Dave expects to have the deed in final form in October. In answer to a question from a member, Lara stated that in the CPC letter of June 8, 2011 the sum of \$75,000 was awarded to the CHDC for pre-development costs and that to date no funds have been requested or disbursed. We agreed that since certain engineering and legal fees have been paid we should request reimbursement from the CPC. Accordingly, Don requested that Dave have our accountant forward him copies of the applicable invoices and bank statements showing such payments. At this point Beth suggested that we consider the use her colleague in Sudbury who might be helpful on subjects as public sources of funds for this project.

In response to our discussions at the last meeting, Beth had prepared and distributed a Small Grant Program Application for Concord. After further discussion concerning a few specific details, which Beth will incorporate in the final draft, we approved the form and agreed to start the program in January 2013. She requested a sample of our stationery to be used for that form. We then discussed the subject of publicizing this new program including suggested methods as the CHDC webpage, CHF Newsletter and others. Barbara will forward suggested wording to Lara to post on the Town webpage. These efforts will commence in October.

By unanimous vote the meeting minutes for August 14, 2012 were approved, as amended. The pertinent correction was to identify the affiliation of Beth Rust as with the Regional Housing Services Office.

Barbara reminded us that she would be working on the CPA application, due September 25, and would welcome comments on her draft application which she will be circulating soon.

The next meeting will be held on October 9, 2012 at 7:30 PM, at Dave's office. This evening meeting will be consistent with our policy of trying encourage fuller attendance by alternating mornings and evenings.

The meeting was adjourned at approximately 8:40 AM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 11/12/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on October 23, 2012.

The meeting was convened at 7:30 PM in the Town Offices at 141 Keyes Road in Concord. Attending were members: Dave Hale, Chairman; Barbara Morse, Co-Chairman; Alan Bogosian; Amy Barrett; Greg Higgins; Dean Atkins; Phil Posner and Don Lashley. Also attending were the Director of the DP&LM, Marcia Rasmussen; DP&LM staff members Lara Kritzer and Delia Kaye; Selectman Steve Ng and a prospective new member, architect Marshall McLean.

Greg introduced Marshall who gave a brief summary of his background as an architect. Then the CHDC members each spoke briefly about themselves.

The first item of business was a discussion of our proposed Small Grants Program which included a decision to require eligible participants obtain cost bids from three qualified bidders and the CHDC would grant the amount of the lowest bid. Then we voted unanimously to accept Barbara's motion to create this program which will provide grants of a maximum of \$25,000 to moderate-income home owners for home and safety repairs. Lara offered to check with Sudbury to learn how that town handles the bidding process for its program.

Next, Delia discussed two available abutting land parcels in West Concord. They are at 121 and 131 Harrington Avenue and are adjacent to the Marshall Farms parcel which is Town-owned land. Each is about 1.9 acres in size and includes an existing dwelling. Although the asking prices were considered too high to justify our interest at this time, we took the offer under advisement. Next, she described an available parcel of about 2 acres located on the south side of Barretts Mill Road and across from the Barretts Farm. This parcel was also taken under advisement. Greg accepted appointment to act as our contact person for these parcels. Also, Steve Ng, at the request of Town Manager Whelan, presented for our possible interest an available parcel at 195 Commonwealth Avenue near Laws Brook Road, which is in Zone C. Before we reviewed these several parcels, Greg had described a vacant parcel and small house and lot on Main Street with additional access to Old Bridge Road, for sale by Barrett & Company.

Next, Barbara stated that she had attended the CPC hearing on October 22 and that she thought it went well. The CPC was fairly neutral about the merits of the various applications but she perceived that we are likely to receive only about half of the amount of funds we requested. The CPC will conduct the important public hearing on November 13.

Although no formal vote was taken, we approved the proposed letter Dave had drafted to Jack McBride saying that we are declining to joint venture with him for the development of his project on Elm Street.

We did vote, unanimously, to accept the BOS recommendation that we comply with the proposed Town-wide procedure of remote committee participation by any electronic means.

On the subject of Junction Village, Dave reported that the several state agencies are still "fine tuning" the documents for the transfer of land. We briefly discussed several requests for information or attendance at our meetings by other Town groups. The consensus of our members was that we should wait until we own the land to accept any of these requests.

The draft meeting minutes for our meeting on 9/11/12 were accepted as submitted, by a unanimous vote.

The next meeting was scheduled for November 12, 2012 at 7:00 PM, presumably at Dave's office.

The meeting was adjourned at approximately 9:10 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as amended, by unanimous vote at the CHDC meeting held on 12/17/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on November 12, 2012.

The meeting was convened at 7:10 PM in the offices of Omni Properties in Concord. Attending were members: Dave Hale, Chairman; Barbara Morse, Co-Chairman; Phil Posner and Don Lashley. Also attending were Jack McBride and prospective new member, Marshall McLean.

First off, Jack gave us an update on the progress in the development of his proposed project on Elm Street, saying he is nearly ready to submit his formal application. He commented that in meetings with residents of abutting properties, including Lalli Woods, he found that many of them thought the planned eight units was too dense. In response he has changed the plan to contain detached duplexes and one-car garages. Jack requested any member of the CHDC who would be available to attend the yet-to-be-scheduled public hearings and speak in favor of his proposal. He promised to keep us notified about the hearings.

On the subject of our CPA application, Barbara stated she would be attending the public hearing conducted by the CPC on 11/13/12.

The draft meeting minutes for 10/23/12 were approved, as submitted, by a unanimous vote.

Prospective member, Marshall McLean stated that he has submitted a "Green Card" to the BOS and is awaiting his appointment to our organization.

On our newly-created Small Grants Program, Barbara reported that Lara Kritzer has not yet contacted the Town of Sudbury to learn how it handles the bidding process, but our consensus was that we not state in our regulations just how the bid/grant process will be resolved. Barbara also said she has heard from Beth Rust that the Town of Acton has incorporated a provision that states if a grantee sells their house within one year of receiving a grant, the grant may be recaptured.

Next, was an extensive discussion on the status of and land acquisition at Junction Village, including a review of the history of the proposed project, mostly for the benefit of Marshall. Dave asked Phil to be a part of the ongoing discussions with the DOC and DCAM. Also, Phil will make inquiries and suggest an insurance agent for liability insurance. And, Dave plans to contact Beth Rust for some typical rent information for various size dwelling units, to be used in our planning.

We agreed to hold the next meeting on December 17, 2012 at 7:00 PM at Dave's office.

The meeting was adjourned at approximately 8:40 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 1/8/13

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on December 17, 2012.

The meeting was convened at approximately 7:20 AM in the offices of Omni Properties in Concord. Attending were members: Dave Hale, Chairman; Barbara Morse, Co-Chairman; Amy Barrett; Greg Higgins; Phil Posner; Don Lashley and Dean Atkins absent but participating by way of a conference call. Also attending were Marcia Rasmussen of the Concord DPLM and real estate consultant Daniel Gaulin, who will be assisting us on the development of Junction Village.

The first item was a discussion of our new Small Grants Program, with input from Barbara and Marcia. Reportedly there has been considerable interest and one formal application for a grant submitted.

While we were waiting for Dan Gaulin to arrive there was a short discussion of how to plan for Junction Village, during which Marcia commented that Warner Woods, Fairhaven Gardens and Concord Mews are all rental projects and there is still a need for rental units in Concord.

Meanwhile a vote was taken on the draft minutes for our meeting of 11/11/12. Two corrections were identified: in the Small Grants Program – Barbara did not ask Lara Kritzer to revise the Program regs regarding possible recapture of grant monies and Phil's investigation of insurance products did not include title insurance. The vote to accept the minutes, as corrected, was unanimous, including Dean's vote via conference call. Concerning D&O (Directors and Officers) liability insurance, Don stated that we have such a policy written by the Hanover Insurance Co. for \$1,000,000, effective through 4/24/13.

Then we continued discussion of Junction Village, during which Dave said he recommends the project be one of home ownership and added that the area of land suitable for a septic system will only support 88 bedrooms. Therefore, the total unit count will depend on the mix of unit types, but the current thought is no more than 20 ownership units. Then Dan Gaulin introduced himself and briefly described his background and current position with the Regional Housing Services Office (RHSO) along with Beth Rust. Then there was a lengthy discussion of various aspects of the project including rental versus sales and sources of funds. Dave asked Dan to prepare an analysis of several development scenarios and a proposed pro forma. Dan estimated that he could complete these things in about two weeks.

Dave reminded the meeting that Jack McBride's important hearing by the Planning Board on his Elm Street project would be the day next and urged anyone who could attend to do so.

We agreed that the next meeting will be held on January 8, 2013 at 7:30 AM.

The meeting was adjourned at about 9:10 AM.

Respectfully submitted,

Don Lashley, Secretary