



Affordable Housing Trust  
April 4, 2024  
Meeting held via Zoom videoconference

Roll Call

Present were:

Victoria Petracca, Chair  
Frank Streeter, Secretary  
Jason Allison  
Carolyn Read  
Debra Williams  
Kelly Dolan, ex officio

Brian Keating, Director of Community Development and Planning

Chair Petracca called the Affordable Housing Trust's meeting to order over Zoom at 7:03 PM and called the roll of the Trustees.

Chair Petracca opened the meeting by sadly noting that Trustee Read will be moving out of Lancaster in June or July, so there will be an open seat on the Board. On behalf of the Board, Chair Petracca thanked Trustee Read for her service and wished her well.

**Approval of Meeting Minutes**

After reviewing the minutes from the Trust's February 1, February 15, and March 7 meetings,

**Trustee Read moved to accept all three sets of minutes; Trustee Allison seconded the motion, and the motion passed on a 5-0 vote.**

**Scheduled Appearances**

Nels Nelson of Community Scale, the firm selected to revise the Town's Housing Production Plan, attended to discuss the project with the Board.

**Housing Production Plan**

Mr. Nelson introduced himself and reviewed the work plan, especially current housing, statistics and projections. The Board reviewed the scope and timing of Community Scale's deliverables for the Plan. Mr. Nelson asked the Board what the Affordable Housing Trust's housing goals are for the next five years. He noted that if all of the units presently in the pipeline are built then the Town will be at almost 12% affordable housing by 2030, well above the State's 10% requirement. This means that the Trust's efforts are on track! The Board discussed the various stakeholders in the Housing Production Plan project, as well as data gathering from a variety of sources. Chair Petracca closed this part of the meeting by reviewing the work plan in detail.

## **Updates to Lancaster's Subsidized Housing Inventory (SHI)**

### **North Lancaster 40R**

There was no update on Capital Group/702 LLC's project in North Lancaster other than that they are still working on their submissions to MEPA.

### **Neck Farm Estates 40B**

The 40 B Project at 13 Neck Rd. is making progress on its hearings in front of the Zoning Board of Appeals. The last ZBA meeting was all about traffic and parking for the project. Town Planning Director Brian Keating gave a detailed report on the project. Lancaster resident Sam Malatos, 24 Neck Road, discussed his project concerns.

### **Harbor Homes/2038 Lunenburg Rd.**

The Laurel Hill development at 2038 Lunenburg Rd., a project that was permitted under the Town's IPOD regulations, is progressing. However, as the Board previously discussed, the developer has come up with a plan to assign their requirement for the production of affordable units under their IPOD permit to Habitat for Humanity. The Board discussed various issues with this plan, including the virtual impossibility of creating the legally required identical units. Secretary Streeter recused himself from the discussion as he is Chair of the Planning Board and Trustee Read recused because of her employment with Habitat for Humanity. Chair Petracca presented a proposed letter to the Planning Board about this issue. Trustees Williams and Allison fully approved of the text of the letter and after a brief discussion,

**Trustee Williams moved to approve sending the letter to the Planning Board; Trustee Allison seconded the motion, and the motion passed on a 3-0-2 vote with Trustees Read and Streeter abstaining.**

Director Keating gave a brief update on the status of the development's issues with the Conservation Commission and where the developer is in solving them. Most of the issues with the project's retention pond and drainage system have been solved at this point.

### **197 Main St.**

Chair Petracca was pleased to note that the housing lottery for the affordable unit at Ross Manor at 197 Main St. will be held on April 12 by Zoom at 3 PM. Secretary Streeter asked what still needs to be done to get the unit on the Town's SHI. There is a substantial form that needs to be completed that Chair Petracca will work on with Director Keating.

### **DCAMM**

No update

### **Communications**

None

### **Public Comment**

None

**New Business**

Chair Petracca discussed her meeting with Trustee Dolan about Trustee Dolan's plan to hold community information sessions about affordable housing at the Lancaster Community Center. Trustee Dolan reviewed the potential topics and speakers, one of which will be Trustee Read. Chair Petracca will make a presentation entitled "What is Affordable Housing?". The Board felt that Trustee Dolan had come up with a good breath of topics for these presentations and strongly commended her for her efforts.

Chair Petracca reminded all in attendance to fill out the online survey about the Town's new Master Plan.

The next ZBA hearing for the 13 Neck Road 40B project will be held on April 25 at 7 PM.

The next regularly scheduled meetings of the Affordable Housing Trust will be held on Thursday, May 2, 2024 and on Thursday, June 6, 2024, both at 7 P.M. via Zoom.

**Adjournment**

There being no further business to consider,

**Trustee Read moved to adjourn the meeting; Trustee Allison seconded the motion, and the motion passed on a 5-0 vote.**

The meeting adjourned at 8:21 PM.

Respectfully Submitted,

Frank S. Streeter, Secretary