



TOWN OF ACTON
Acton Town Hall
Acton, Massachusetts, 01720
Telephone (978) 263-4776
Fax (978) 266-1408

Acton Community Housing Corporation
Nancy E. Tavernier, Chair

April 4, 2005

Dear Resident:

The Acton Community Housing Corporation (ACHC) invites you to a Public Information Meeting to be held on Tuesday, April 19 at 7:00PM in Room 204 of Town Hall. The ACHC is a Selectmen-appointed board charged with facilitating affordable housing opportunities for moderate-income families.

The purpose of this Information Meeting is to present preliminary plans for Blanchard Place, which is proposed as a sixteen unit condominium development located at 139 Prospect St. The parcel in question is zoned R-2, Sub-District B. The units will be divided into two, six-unit structures, and one four-unit structure in a colonial style. The units facing the street will have a Colonial style with porches to enhance their design. Each unit will have three bedrooms and 2 ½ baths. Twenty-five percent of the units will be sold to residents with household incomes at 80% of the area median income (2005: \$82,600) and will be counted toward the Town's goal of 10% Affordable Housing.

Abutters, town board members, and the general public are invited to attend the meeting to receive information from the developer, Westchester Company. They will be present to display the site plan, architectural renderings of the buildings, floor plans, and will answer questions from the audience.

This meeting is an early step in the process for the development to seek initial support from the Board of Selectmen and the Acton Community Housing Corporation and ultimately a comprehensive permit from the Zoning Board of Appeals. The final plan will be filed with the Town sometime in the late Spring. This gives the public early notification about a new housing opportunity for both market rate and affordable housing buyers.

The ACHC hopes residents will take this opportunity to become informed about this development and to participate in the deliberative process as Blanchard Place winds its way through the Town permitting process. If you have any questions, please feel free to contact me or ACHC at achc@acton-ma.gov.

Nancy E. Tavernier, Chair
Acton Community Housing Corporation
978-263-9611



Town of Acton
 472 Main Street
 Acton, MA 01720
 Telephone (978) 264-9622
 Fax (978) 264-9630

Brian McMullen
 Assistant Assessor

Locus: 139 Prospect Street
Parcel ID: F2-129

Location	Parcel ID	Owner	Co-Owner	Mailing Address	City	ST	Zip
441 MASS AV	F2-109	ACTON-BOXBORO REG SCHOOL DIST		472 MAIN STREET	ACTON	MA	01720
462 MASS AV	F2-115	MT CALVARY EVANGELIC LUTHERAN CHURCH		PO BOX 986	ACTON	MA	01720
456 MASS AV	F2-117	FINNEGAN JOSEPH P	FINNEGAN KATHLEEN T	456 MASS. AVE	ACTON	MA	01720
446 MASS AV	F2-119	BUNKER ELIZABETH		51 UNDERWOOD RD	HUBBARDSTON	MA	01452
442 MASS AV	F2-120	GRALLERT MARGOT		442 MASS AVE	ACTON	MA	01720
154 PROSPECT ST	F2-123	PHALEN HELEN		P.O. BOX 885	ACTON	MA	01720
155 PROSPECT ST	F2-124	DAVIS DOROTHY		P O BOX 724	ACTON	MA	01720
146 PROSPECT ST	F2-125	OI ALLEN W		146 PROSPECT ST	ACTON	MA	01720
154 PROSPECT ST	F2-125-1	PHALEN HELEN		P.O. BOX 885	ACTON	MA	01720
143 PROSPECT ST	F2-126	TOWEY SEAN T	TOWEY MARCIA A	143 PROSPECT ST	ACTON	MA	01720
138 PROSPECT ST	F2-127	KULA LARS E	MILES JULIA S	138 PROSPECT ST	ACTON	MA	01720
132 PROSPECT ST	F2-127-1	PROTASOWICKI DANIEL	PROTASOWICKI ROCIO	132 PROSPECT ST	ACTON	MA	01720
252 MAIN ST REAR	F2-129-1	STOP & SHOP SUPERMARKET CO	1385 HANCOCK STREET	REAL ESTATE TAX DEPARTMEN	QUINCY	MA	02169
133 PROSPECT ST	F2-129-3	CONGREGATION BETH ELOHIM		PO BOX 142	ACTON	MA	01720
3 SPENCER RD	F2-136	CURTIS ALAN RD	CURTIS MAIREAD C	3 SPENCER RD	ACTON	MA	01720
128 PROSPECT ST	F2-137	GALLETTA JOSEPH	GALLETTA VIRGINIA M	128 PROSPECT ST	ACTON	MA	01720
10 HENNESSEY DR	F2-138	CONGREGATION BETH ELOHIM		PO BOX 142	ACTON	MA	01720
432 MASS AV	F3-102	BAKER ELOISE A		432 MASS AVE.	ACTON	MA	01720
256 MAIN ST	F3-116	STOP & SHOP SUPERMARKET CO	1385 HANCOCK STREET	REAL ESTATE TAX DEPARTMEN	QUINCY	MA	02169
252 MAIN ST	F3-139	STOP + SHOP SUPERMARKET CO	1385 HANCOCK STREET	REAL ESTATE TAX DEPARTMEN	QUINCY	MA	02169
124 PROSPECT ST	G2-8	FREDERICK + LEONA HARRIS		124 PROSPECT ST	ACTON	MA	01720
123 PROSPECT ST	G2-9	GALLIVAN MICHAEL	GALLIVAN KELLY M	123 PROSPECT ST	ACTON	MA	01720
117 PROSPECT ST	G2-21	POLUCCI GERALD M	PATRICIA A	117 PROSPECT STREET	ACTON	MA	01720

Abutters and owners of land directly opposite on any public or private street or way and abutters to the abutters within three hundred feet of the property line all as they appear on the most recent applicable tax list.

Daryl Powell
 Property Lister
 Acton Assessors Office

3/25/2005

WESTCHESTER COMPANY, INC.

July 15, 2005

Board of Selectmen
Town of Acton
472 Main Street
Acton, MA 01720

Re: Blanchard Place LIP – 139 Prospect Street

We seek your support for the enclosed 12 unit LIP, Blanchard Place. The proposal calls for 9 market rate and three affordable units to be constructed on 2.9 acres of land. The area is zoned for the affordable sub-district B and is adjacent to Kelley's Corner, a designated CDC area. It is also noted in the EO 418, To Live in Acton, as appropriate for moderate density housing.

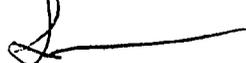
We when came before you in March we had just started seeking input from the various town departments. Since then we have had multiple meetings with ACHC including two meetings with the abutters. We have received an Order of Conditions for the project under the State Wetlands Act from the Conservation Commission.

We are seeking contributions from the Town by way of relief from some zoning requirements, relief from total compliance with the local wetlands bylaw, and either a waiver of sewer betterment fees for the three affordable units or cash contribution to cover them.

We would ask your vote of support this evening so we can proceed to the State with our application.

Thank you for your consideration.

Sincerely,



Stephan Marsh
Westchester Company, Inc.

411 Massachusetts Avenue, Suite 304
PO BOX 672
Acton, MA 01720-0672

PHONE (978) 263-0428
FAX (978) 263-0447

Local Initiative Program



Application for Comprehensive Permit Projects

10/1/03



Department of Housing & Community Development
100 Cambridge St., Suite 300 - Boston, MA 02114 - 617-573-1359

Department of Housing & Community Development

Local Initiative Program

Application for Comprehensive Permit Projects

GENERAL INFORMATION

1. Community: Acton, MA
2. Name of Development: Blanchard Place
3. Site Address: 139 Prospect Street, Acton, MA
4. Developer: Blanchard Place, LLC
5. Municipal Project Contact: Roland Bartl
6. Title: Town Planner
7. Address: 472 Main Street, Acton, MA 01720
8. Phone: 978-264-9636 Fax: 978-264-9630
10. Email: rbartl@acton-ma.gov

11. Type of Housing:

- Fee Simple
 Condominium

- Rental
 Age Restricted

12. Project Characteristics:

- New Construction
 Rehabilitation

- Conversion
 Other

13. Total Acres 2.9 Density of Project (units/acre) 4.1

Note on Density: Under current zoning through a special permit 5 units per acre are allowed.

14. Are there wetlands on the site? Yes No

15. Unit Count:

Total Number of Units 12 Affordable 3 Market 9

16. Unit Prices/Rents:

Market Rate \$540,000 avg price for 3 bdrm/ \$450,000 avg price for 2 bdrm
Affordable \$159,900 for 3 bdrm/ 145,000 for 2 bdrm

17. Required Signatures:

Chief Elected Official of Municipality

Date

Chairman, Local Housing Partnership

Date

Municipal Contact Information ~ Other than Project Contact

1. Chief Elected Official

Name Peter Ashton, Chairman, Board of Selectman
Address 472 Main Street, Acton, MA 01720
Phone 978-264-9612 Fax 978-264-9630
Email bos@acton-ma.gov

2. Town Administrator/Manager

Name Don P Johnson, Manager
Address 472 Main Street, Acton, MA 01720
Phone 978-264-9612 Fax 978-264-9630
Email djohnson@acton-ma.gov

3. City/Town Planner (if any)

Name Roland Bartl
Address 472 Main Street, Acton, MA 01720
Phone 978-264-9636 Fax 978-264-9630
Email rbartl@acton-ma.gov

4. Chairman, Zoning Board of Appeals

Name Jonathan Wagner
Address 472 Main Street, Acton, MA 01720
Phone 978-264-9632 Fax 978-264-9630
Email boa@acton-ma.gov

5. Chairman, Local Housing Partnership (if any)

Name Nancy Tavernier, Chairman, Acton Community Housing Corporation
Address 472 Main Street, Acton, MA 01720
Phone 978-263-9611 Fax none
Email achc@acton-ma.gov

Community Support

1. Letter of Support from Municipality

Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership

If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions

Check off all that apply and provide a brief description at the end.

- Land donation (dollar value_____)
- Building donation (dollar value_____)
- Marketing assistance
- Other work by local staff
- Density increase
- Waiver of permit fees
- Other regulatory or administrative relief (specify)
Zoning, set backs and special permit requirement and local wetlands setbacks.
- Local funds (cash)
Amount \$N/A
- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify)
N/A

Briefly explain the contributions:

* Waiver of Sewer betterment fee on the 3 affordable units.

4. Conformance with Local Plans

If applicable, briefly describe how the project fits with any planning the community has done (e.g. master plan, EO 418 housing strategy or CD Plan, affordable housing plan).

This project is located between Kelly's Corner and West Acton Village. Both areas are designated as growth areas under the town's master plan, "Smart Growth". The subject site is specifically zoned for growth under a special permit known as "Affordable Sub-District B", which allows for higher density per acre in exchange for affordable units. In the town's To Live in Acton report done for EO 418, this site is specifically designated for a moderate density development. The design of the buildings has been done to meet that plan as well.

The Site

1. Site Characteristics

Describe the site and note the presence of any development constraints such as wetlands or ledges. If there are any unusual site conditions, explain them here.

The lot has a slight slope. The majority of the lot is a clear field. There is one outcrop of ledge. This condition appears isolated and should have minimal impact if any on the project. There are approximately one acre of wetlands on the property. The development will meet all state regulations relative to the State Wetland Protection Act and has a current Order of Conditions.

2. Describe the current and prior uses of the site. If there are any existing buildings, explain what will be done with them. The current use of the property is a vacant single family dwelling with a detached garage. Prior uses include an access way and pasture land. The existing buildings will be demolished.

3. Is the site or any building on the site listed, nominated, or eligible for listing on the National or State Register of Historic Places? Yes No

4. Is the site located in or adjacent to an historic district? Yes No

5. Acreage

Acreage on site	<u>+/- 2.90</u>
Total buildable acreage	<u>+/- 1.85</u>

6. Site Control

Developer owns the site. *Attach a copy of the deed.*

Developer holds a Purchase and Sale agreement or option on the site. *Attach a copy of the P&S or option.*

7. Value of Land

*Attach verification of the value of the land either through the last arms-length transaction if the transaction occurred within the last three (3) years or through a current appraisal by a licensed appraiser showing the value of the land **under by-right zoning.***

8. Available Utilities & Infrastructure

- | | |
|----------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Public water | <input checked="" type="checkbox"/> Public sewer |
| <input type="checkbox"/> Private well | <input type="checkbox"/> Private sewer |
| <input checked="" type="checkbox"/> Public streets | <input type="checkbox"/> Septic system |
| <input type="checkbox"/> Private streets | <input type="checkbox"/> On-site package treatment or alternative |

9. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service. The site is located within 3/4's of a mile from the regular commuter rail service to Boston's North Station.

10. Describe any known or suspected hazardous waste sites on or within a 1/2 mile radius of the project site. 289 Main Street, Exxon and 421 Mass Avenue, A-Plus Sunoco are 21E sites, per the Acton Board of Health.

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing.

Yes No

12. Current Zoning

Zoning classification	<u>Residential with Affordable Overlay</u>
Usage allowed	<u>Residential</u>
Units per acre allowed	<u>2 units per acre / overlay 5 units per acre</u>

13. Has the municipality denied a permit on another proposal for this site within the last 12 months?

Yes No

14. What waivers will you be requesting under the comprehensive permit?

Zoning waiver of special permit for Affordable District B. Local Wetland bylaw setbacks,

Surrounding Neighborhood & Community

1. Describe the land uses in the surrounding neighborhood. Mixed (Single family and multifamily; religious, educational and commercial)

2. What is the prevailing zoning in the surrounding neighborhood? Residential

3. Describe nearby amenities and services such as shopping or recreation. Schools, Shopping, Restaurants, Convenience Stores, Professional Services, Lawyers, Doctors, Dentists, Churches, Public Transportation, Banks and Conservation Land/ Recreation Land, Drug Store, Supermarket, Hair Salon Dry Cleaner, Bowling Alley.

4. Is the site close to other affordable housing units? If so, provide the distance. Yes, approximately 1/4 mile (Crossroads Condominium) 12 units.

5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development), if at all. Due to the mixed use

and proximity of many amenities this project is well suited and complies with many of the smart growth principles. This is a concentrated development with good access by bicycle or foot.

The Project

1. Type of Project Total number of units

Fee simple	_____
Condo	<u>12</u>
Rental	_____
Other	_____

2. Project Style Total number of units

Detached single-family	_____
Rowhouse/townhouse	<u>12</u>
Duplex	_____
Multifamily house (3+ family)	_____
Apartment building	_____
Other (specify)	_____

3. If there will be multiple buildings, will they follow smart growth design (e.g. cluster)? Explain. Yes, the buildings will be clustered. See attached, items 1,2,3,4,5,6,7,8,9,&10 all ten items of SMART GROWTH principles apply in varying degrees.

4. Unit Mix Number Percentage of Total

Affordable (see Instructions)	<u>3</u>	<u>25%</u>
Market Rate	<u>9</u>	<u>75%</u>
Handicapped Accessible	_____	_____
Other (see Instructions)	_____	_____
Total Units	<u>12</u>	<u>100%</u>

5. Will the project meet Energy Star Standards? If so, describe. Yes, Energy Star appliances will be used.

6. Estimate the percentage of the site used for:

Buildings <u>30%</u>	Parking & Paved Areas <u>15%</u>
Usable Open Space <u>30%</u>	Unusable Open Space <u>25%</u>

7. Development Schedule

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	Total by type
Number of affordable units	<u>3</u>	_____	_____	_____
Number of market units	<u>9</u>	_____	_____	_____
Total by phase	<u>12</u>	_____	_____	_____

Please complete the following chart with the appropriate projected dates:

All permits granted	<u>11/05</u>	_____	_____
Construction start	<u>11/05</u>	_____	_____
Marketing start - affordable units	<u>3/06</u>	_____	_____
Marketing start - market units	<u>3/06</u>	_____	_____
Construction completed Phase 1	<u>07/06</u>	_____	_____
Initial occupancy	<u>07/06</u>	_____	_____

8. If any public funds will be used to develop this project, please indicate the source, the amount, and the use. N/A

9. Local tax rate per thousand: \$13.81

10. Will all features and amenities available to market buyers also be available to affordable buyers? If not, explain the differences. Yes.

11. Unit Composition ~ Ownership Projects Only*

Complete the chart below. Include a separate entry for each unit type according to its square footage and/or sales price.

Type of Unit	# of Units	# of Bedrooms	# of Baths	Gross Sq. Ft.	# Parking Spaces	Sales Price	Condo Fee	Handicapped Accessible?
Affordable	2	3	2.5	2600	3	159,900.00	TBD	<input type="checkbox"/>
	1	2	2.5	1672	3	145,000.00	TBD	<input type="checkbox"/>
Market	1	2	2.5	1672	3	450,000.00 avg	TBD	<input type="checkbox"/>
	7	3	2.5	2600	3	540,000.00 avg	TBD	<input type="checkbox"/>
	1	3	2.5	2000	3	540,000.00 avg	TBD	<input type="checkbox"/>
Other								<input type="checkbox"/>
								<input type="checkbox"/>

*For rental projects, please fill out the Unit Composition section of the One Stop Application. Contact DHCD for assistance.

Design and Construction

1. Drawings

Please submit two copies of all drawings. Preliminary drawings must be stamped and signed by a registered architect or engineer. Drawings should not be larger than 30" x 42" and must be folded into 8 1/2" X 11".

Cover sheet showing written tabulation of:

- Proposed buildings by design, ownership type, and size
- Dwelling unit distribution by floor, size, and bedroom/bath number
- Square footage breakdown of commercial, residential, community, and other usage in the buildings
- Number of parking spaces

Site plan showing:

- Lot lines, streets, and existing buildings
- Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- Wetlands, contours, ledge, and other environmental constraints
- Identification of affordable units
- Sidewalks and recreational paths
- Site improvements, including landscaping

Utilities plan showing:

- Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- Typical building plan
- Typical unit plan for each unit type with square footage tabulation
- Elevation, section, perspective, or photograph
- Typical wall section

2. Construction Information

<u>Foundations</u>	<u># Mkt Units</u>	<u># Affordable Units</u>	<u>Attic</u>	<u># Mkt Units</u>	<u># Affordable Units</u>
Slab on Grade	<u>9</u>	<u>3</u>	Unfinished	<u>3</u>	<u>1</u>
Crawl Space	_____	_____	Finished	<u>6</u>	<u>2</u>
Full Basement	_____	_____	Other	_____	_____
<u>Exterior Finish</u>	<u># Mkt Units</u>	<u># Affordable Units</u>	<u>Parking</u>	<u># Mkt Units</u>	<u># Affordable Units</u>
Wood	<u>9</u>	<u>3</u>	Outdoor	<u>9</u>	<u>3</u>
Vinyl	<u>9</u>	<u>3</u>	Covered	_____	_____
Brick	<u>9</u>	<u>3</u>	Garage	<u>9</u>	<u>3</u>
Fiber Cement	_____	_____	Bicycle	_____	_____
Other	_____	_____			

Heating System

Fuel: Oil Gas Electric Other

Distribution method (air, water, steam, etc.): Air. * Air conditioning included

Energy Efficient Materials

Describe any energy efficient or sustainable materials used in construction: Energy efficient gas fired furnaces, with energy efficient windows.

Non-Residential Space

Describe any non-residential construction on the site, e.g. office space, clubhouse, commercial space, etc. A small play area located to the rear, a walkway to schools, shopping.

Modular Construction

If modular construction will be used, explain here. N/A

Project Feasibility ~ LIP Ownership Project
 BLANCHARD PLACE ACTON, MA
 TWELVE TOWNHOUSES
 July 15, 2005

1. Ownership Pro Forma				
	Total Costs	Per Home (12 Homes)	Per Square Foot	% of TDC
(a) Site Acquisition	\$587,500	\$48,958	\$20.81	13.57%
<u>Hard Costs</u>				
Earth Work	\$75,000	\$6,250	\$2.66	2.17%
Site Utilities	\$60,000	\$5,000	\$2.12	1.73%
Roads & Walks	\$60,000	\$5,000	\$2.12	1.73%
Site Improvements	\$20,000	\$1,667	\$0.71	0.58%
Lawns & Planting & Play Equipment	\$30,000	\$2,500	\$1.06	0.87%
Demolition (existing house)	\$10,000	\$833	\$0.35	0.29%
Unusual Site Conditions	\$50,000	\$4,167	\$1.77	1.44%
(b) Total Site Work	\$305,000	\$25,417	\$10.80	7.04%
Concrete	\$90,000	\$7,500	\$3.19	2.08%
Masonry	\$48,000	\$4,000	\$1.70	1.11%
Metals	\$21,000	\$1,750	\$0.74	0.49%
Carpentry	\$1,272,000	\$106,000	\$45.05	29.38%
Roofing & Insulation	\$96,000	\$8,000	\$3.40	2.22%
Doors & Windows	\$96,000	\$8,000	\$3.40	2.22%
Interior Finishes	\$240,000	\$20,000	\$8.50	5.54%
Cabinets & Appliances	\$150,000	\$12,500	\$5.31	3.46%
Plumbing and HVAC	\$210,000	\$17,500	\$7.44	4.85%
Electrical	\$114,000	\$9,500	\$4.04	2.63%
(c) Total Building Construction	\$2,337,000	\$194,750	\$82.76	53.98%
(d) General Conditions and GC OH	\$150,000	\$12,500	\$5.31	3.46%
(e) Subtotal Hard Costs (a+b+c+d)	\$3,379,500	\$281,625	\$119.68	78.06%
(f) Contingency @ 3%	\$83,760	\$6,980	\$2.97	1.93%
(g) Total Hard Costs (e + f)	\$3,463,260	\$288,605	\$122.65	79.99%

	Total Costs	Per Home (12 Homes)	Per Square Foot	% of Total
Soft Costs:				
Permits	\$42,000	\$3,500	\$1.49	0.97%
Sewer Betterment Fee (Market units only)	\$110,804	\$9,234	\$3.92	2.56%
Architectural (includes condo doc drawings)	\$28,800	\$2,400	\$1.02	0.67%
Engineering	\$66,000	\$5,500	\$2.34	1.52%
Legal (includes home closings)	\$48,000	\$4,000	\$1.70	1.11%
Title Insurance, Recording, Deed Excise Tax Fees	\$32,525	\$2,710	\$1.15	0.75%
Real Estate Taxes (during construction)	\$10,000	\$833	\$0.35	0.23%
Insurance (during construction)	\$25,200	\$2,100	\$0.89	0.58%
Security (during construction)	\$5,000	\$417	\$0.18	0.12%
Developer's Overhead	\$48,000	\$4,000	\$1.70	1.11%
GC Overhead (included in Hard Costs)	\$0	\$0	\$0.00	0.00%
Construction Manager (included in Hard Costs)	\$0	\$0	\$0.00	0.00%
40B Advisory Services	\$15,000	\$1,250	\$0.53	0.35%
Property Manager	\$5,000	\$417	\$0.18	0.12%
Construction Interest	\$102,000	\$8,500	\$3.61	2.36%
Financing/Application/Appraisal Fees	\$18,000	\$1,500	\$0.64	0.42%
Utilities (during construction)	\$12,000	\$1,000	\$0.42	0.28%
Maintenance (Unsold Homes)	\$12,000	\$1,000	\$0.42	0.28%
Accounting/Monitoring/Cost Certification	\$25,000	\$2,083	\$0.89	0.58%
Lottery	\$12,000	\$1,000	\$0.42	0.28%
Marketing (Market Homes@5%)	\$223,750	\$18,646	\$7.92	5.17%
(h) Subtotal Soft Costs	\$841,079	\$70,090	\$29.79	19.43%
(i) Contingency	\$25,232	\$2,103	\$0.89	0.58%
(j) Total Soft Costs (h + i)	\$866,312	\$72,193	\$30.68	20.01%
(k) Total Development Costs (g + j)	\$4,329,572	\$360,798	\$153.32	100.00%

<u>2. Profit Analysis</u>		
<u>Sources:</u>		
Affordable projected sales	\$464,800	
Market projected sales	\$4,475,000	
Public grants	\$0	
(A) Total Sources	\$4,939,800	
<u>Uses:</u>		
Construction Contract Amount		
(B) Total Development Costs	\$4,329,572	
<u>Profit:</u>		
(C) Total Profit (A-B)	\$610,228	
(D) Percentage Profit (C/B)	14.09%	
<u>3. Cost Analysis</u>		
Total Living Space Building Sq Ft	28,238	(Garage not included)
Residential Construction Cost per Building Square Foot	\$101.84	(Lines b,c,d and f)
Total Hard Costs per Square Foot	\$122.65	(Line g)(Includes Site Acquisition and Contingency)
Total Development Costs per Square Foot:	\$153.32	(Line k)
Sales per Square Foot:	\$175	(Average)
	\$70	(Affordable Only)
	\$207	(Market Only)

PROJECT DESCRIPTION				
Total Homes	12	%		
Affordable Homes	3	25%		
Market Homes	9	75%		
Approximate Total Living Space Square Footage (Living space only. Does not include garage.)	28,238			
3-Bedroom Living Space Square Footage (Average)	2489			
2-Bedroom Living Space Square Footage (Average)	1672			
Garage Spaces/Home	1			
Approximate Total Living Space Square Feet	28,238			
Sales Revenue	<i>Homes</i>	<i>Average Price</i>	<i>Price/SF</i>	<i>Revenue</i>
Market				
3-Bedroom Townhouse	8	\$513,125	\$206	\$4,105,000
2-Bedroom Townhouse	1	\$370,000	\$221	\$370,000
	9			\$4,475,000
Affordable				
3-Bedroom Townhouse Home	2	\$159,900	\$96	\$319,800
2-Bedroom Townhouse	1	\$145,000	\$87	\$145,000
	3			\$464,800
Total Homes	12		TOTAL	\$4,939,800

The Development Team ~ Contact Information and Experience

1. Developer

Name The Westchester, LLC.
Address 411 Massachusetts Avenue, Acton, MA 01720
Phone 978.263.0428 Fax 978.263.0447
Email kingst435@msn.com Tax ID #pending

2. Contractor/Builder

Name The Westchester Company, Inc..
Address 411 Massachusetts Avenue Suite 304, Acton, MA 01720
Phone 978.263-0428 Fax 978.263.0447
Email kingst435@msn.com Tax ID #04-3536719

3. Architect/Engineer LEED certified?

Name Integrity Design
Address 498 Great Road, Acton, MA 01720
Phone 978.264.0657 Fax 978.266.9463
Email integritybuilding.com Tax ID #04-3178764

4. Attorney

Name Steve Graham
Address 289 Great Road Acton, MA 01720
Phone 978.264.0480 Fax 978.2644990
Email sgraham@graham-harsip.com Tax ID #04-3077663

5. Marketing Agent *(if more than one, attach a separate sheet)*

Name Wendy Sweet
Address 455 Central Street, Acton, MA 01720
Phone 978.771.0959 Fax 978.2669736
Email chowder455@comcast.net Tax ID #059408109

6. Consultant

Name Edward H. Marchant
Address 9 Rawson Road, Brookline, MA 02445
Phone 617.739.2543 Fax 617.739.9234
Email emarchant@msn.com Tax ID #04-3057139

7. Team Experience -- The Developer and Contractor

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past three years. Include projects currently in construction. Provide owner references for each project, including a current phone number.

Marketing and Lottery Plans

1. Marketing Plan

Please provide on a separate sheet a marketing plan in accordance with the LIP Guidelines. The marketing plan should be designed to reach all segments of the eligible population within the HUD region (see Appendix B of the Guidelines), should be specific to the project, and should contain sufficient information on: project size, unit mix, number and type (number of bedrooms) of affordable units, sales price or rent level, selection process for affordable units (e.g., lottery to be held), maximum qualifying income for the affordable units, local preference percentage and criteria (if any), and sales agent information, including telephone number. Describe the proposed time frame for marketing activities.

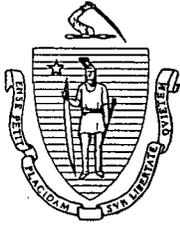
The marketing plan also needs to include a narrative on outreach to minority populations in the HUD region (Appendix C of Guidelines), including but not limited to: use of newspapers, notice to social service, religious, and/or civic organizations, employers or employer organizations, organizations offering homebuyer education programs, and public meetings.

2. Proposed Lottery Process for Affordable Units

A lottery process is most often used to achieve fair and open access to the project's affordable units. On a separate sheet, provide a description of the lottery process for this project that includes information on:

- o income eligibility*
- o the application process*
- o where, when, and how to obtain an application*
- o plans for public meetings to be held to explain the lottery process*
- o preference categories including the number of units in each category*
- o who will oversee the lottery process*

Refer to page 18 of the LIP Guidelines to prepare the description.



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

December 30, 2005

Mr. Peter Ashton
Chair, Board of Selectmen
Town Hall - 472 Main Street
Acton, MA 01720

Mr. Stephen Marsh
Blanchard Place LLC
411 Massachusetts Avenue Suite 304
Acton, MA 01720

RE: Blanchard Place - 139 Prospect Street, Acton, MA - Determination of site eligibility and preliminary approval under Local Initiative Program (LIP)

Dear Mr. Ashton and Mr. Marsh:

I am pleased to inform you that your application for Local Initiative Program (LIP) designation for the proposed Blanchard Place Local Initiative Program project in Acton, Massachusetts, has been approved subject to the fulfillment of the conditions listed below. This approval is based on your application that sets forth a plan for twelve (12) units of home ownership mixed income housing, of which three (3) will be LIP units. The price proposed is consistent with the standards for affordable housing to be included in a community's Chapter 40B affordable housing stock. The project sponsor, Blanchard Place LLC, has an option to purchase the 2.9 acres of the project's proposed site. As part of the review process, the Department of Housing and Community Development (DHCD) conducted a site visit with the project sponsors and representatives of the town on November 1, 2005, and has made the following findings:

1. The proposed project appears generally eligible under the requirements of the Local Initiative Program, subject to final program review and approval.
2. DHCD has performed an on-site inspection of the proposed project site.
3. The proposed housing design is appropriate for the site.
4. The proposed project appears financially feasible in the context of the Acton housing market.
5. The initial pro forma for the project appears financially feasible on the basis of estimated development costs.
6. Blanchard Place LLC meets the general eligibility standards of the Local Initiative Program.

The proposed project will be required to comply with all state codes and with local codes not specifically exempted by a comprehensive permit. In applying for a comprehensive permit, the project sponsor should identify all aspects of the proposal that will not comply with local requirements.

The endorsement of the Blanchard Place project by the Acton Board of Selectmen fulfills the requirement of local action under 760 CMR 45.00.

The specifics of this project must be formalized in a regulatory agreement signed by the municipality, the project sponsor, and the DHCD after the comprehensive permit has been issued, but prior to starting construction. Information concerning both the regulatory agreement and the procedures that must be followed for the sale of individual affordable units will be forwarded to you by DHCD. In preparation for signing of the regulatory agreement, the DHCD legal office will review the comprehensive permit and other project documentation. Additional information may be requested as is deemed necessary. Your cooperation in providing such materials will help the project move toward construction as quickly as possible.

As stated in the application, the Blanchard Place project will consist of 12 units, three (3) of which will be LIP units eligible for inclusion in the town's subsidized housing inventory. These affordable homes will be marketed and sold to homebuyers whose annual income may not exceed 80% of area median income, adjusted for household size, as determined by the U.S. Department of Housing and Urban Development. The initial purchase prices for the affordable units will not exceed \$171,800 for the 2-bedroom unit, and \$191,000 for the 3-bedroom units.

The conditions that must be met prior to final DHCD approval include:

1. Submission to DHCD of the finalized details of the comprehensive permit, a marketing plan and the lottery to be held for the LIP units. An announcement of the lottery shall be mailed to the MetroList Clearinghouse in Boston City Hall, and the Citizens Housing and Planning Association (CHAPA) website, www.chapa.org/housing_lotteries.htm.
2. Lottery Administration: Preference for the two LIP units will be allocated as follows:

Acton Local Preference	2	Open Pool	1
------------------------	---	-----------	---

Town residents and town/school employees are both applicants in the local preference pool. Acton may choose to have the resident pool include parents and/or children of current Acton residents and/or other applicants with ties to Acton. Any local preference definition must be approved by DHCD. Definitions containing durational residency criteria will not be accepted.

The local preference pool must reflect the minority representation of the Greater Boston PMSA as defined by HUD. The lottery process must ensure that creating local preference for a percentage of the LIP units will not have a discriminatory impact on potential minority applicants. For details, please refer to "Buyer/Tenant Selection" in the March 2004 "Local Initiative Program Guidelines".

3. DHCD must approve any changes to the application it has just reviewed and approved, including, but not limited to, alterations in unit mix, sales price, development team, unit design, or site plan. As the Blanchard Place project nears completion of construction, DHCD staff will visit the site to ensure that the development meets program guidelines.
4. All LIP units in a development phase shall have an executed purchase and sale agreement prior to commencement of construction of subsequent phases.
5. DHCD must approve the terms of the end loan financing for the LIP units. It is the agency's expectation that mortgages for the LIP unit buyers will be 30-year fixed-rate loans at or below current fair market interest rates at the time of closing. A 5% downpayment is required.
6. Evidence shall be submitted to DHCD that affordable homes in this development are covered by a third-party extended warranty of at least five years in duration recognized as acceptable by a federal agency such as the Federal Housing Administration (FHA).

Please note: prior to the sale of any units in the project, DHCD must review and approve the Schedule of Beneficial Interest included in the condominium master deed. The percentage interests assigned to the Low and Moderate Income Units must conform to the condominium fees DHCD approves for the Low and Moderate Income Units in this project, which may require a lower percentage interest being assigned to such units as compared with comparable market-rate units.

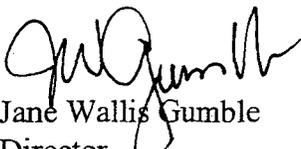
Also, within three months of occupancy of the units, the Project Sponsor must submit to both DHCD and the Chairperson of the Board of Selectmen a *project cost accounting* prepared by a certified public accountant. DHCD will send additional information on this requirement as the project nears completion.

The Blanchard Place project must be organized and operated so as not to violate the state anti-discrimination statute (M.G.L. c151B) or the Federal Fair Housing statute (42U.S.C.s.3601 et seq.). No restriction on occupancy may be imposed on the affordable units (other than those created by state or local health and safety laws regulating the number of occupants in dwelling units).

This letter shall expire two years from this date, or on December 30, 2007, unless a comprehensive permit has been issued and construction has begun.

We congratulate the town of Acton and the project sponsor on their efforts to work together to increase the town's supply of affordable housing. If you have any questions as you proceed with the project, please call Marilyn Contreas, telephone: (617) 573-1359.

Sincerely,


Jane Wallis Gumble
Director

cc: see next page

cc: Nancy Tavernier, Chair, Acton Local Housing Partnership ✓
Roland Bartl, Acton Town Planner
Jonathan Wagner, Chair, Acton Zoning Board of Appeals
Don Johnson, Acton Town Manager
Policy Office, DHCD
Legal Office, DHCD

Blanchard Place - Acton, Massachusetts

LOCAL INITIATIVE PROGRAM – COMPREHENSIVE PERMIT PROJECT

Sponsor:
 Blanchard Place LLC
 411 Massachusetts Avenue Suite 304
 Acton, Massachusetts 01720

Project Address:
 139 Prospect Street
 Acton, Massachusetts 01720

This project will provide ownership opportunities as indicated in the chart below:

Type of Unit	# Units	# Bdrms	# Baths	Gross SF	Sales Price	Homeowner Assoc./Condo Fee
L.I.P. Units	3	2 – 3BR 1 – 2BR	2.5	2,610 sq. ft. 1,672 sq. ft.	\$191,000 \$171,800	\$TBD*
Market Units	9	8 – 3BR 1 – 2BR	2.5	1,672 – 2,610 sq. ft.	\$370,000 - 490,000	\$TBD*
Total Units	12					

**Pursuant to MGL, c. 184, the association fee for units must reflect unit value, and thus, the affordable units are subject to a lower association fee than the fee to be charged to market units. DHCD must approve the fee for the affordable units.

Betty McManus

From: "Tavernier" <ntavern@comcast.net>
To: "Nancy Tavernier" <ntavern@comcast.net>; "Kevin McManus" <KevinM@NEHE.com>; "Betty McManus" <ahabetty@attglobal.net>; "Dan Buckley" <DJB01720@hotmail.com>; "Bob Whittlesey" <rbwhittlesey@verizon.net>; "Ryan Bettez" <bettezfamily@yahoo.com>; "Pam Shuttle" <pam.shuttle@state.ma.us>; "Bernice Baran" <Bara437853@aol.com>
Sent: Friday, June 24, 2005 9:12 AM
Subject: Conservation issues at Blanchard

Last night I met with Andy Magee who is the Conservation Commissioner assigned to the Prospect St. development to get his feedback about the ConsComm decision and deliberations. Since ACHC has to sign the LIP application for this project, we want to be sure to reach out to other town boards that have concerns about the development. ConsComm appears to be the only board with concerns since the project will be hooked up to sewers eliminating Board of Health concerns and the Planning Bd. members that we have talked to just love its Smart Growth location in the Kelley's Corner area although not the actual KC district. In fact, Roland was disappointed when he heard the unit count was reduced.

ACHC will have a presentation from the developer on the latest design on July 7 at 7:15PM. They will then present it to the BOS on July 18 and ACHC decided yesterday that we would make our determination on July 21 at our PM meeting.

Andy has been a long time Commissioner and is their most knowledgeable and fair minded member. He met with the developer, his engineers and Tom Tidman before and after the project was presented to the CC. He also held 2 site visits, I attended the first one held before the project was first heard. The developer filed his proposal based only on the Wetlands Protection Act which is the state requirement, not the local. After the first meeting with CC, Andy met with them again and held the second site visit. They came to agreement that Steve Marsh would seek a continuation of the hearing to allow the identified issues to be further researched and resolved. During the second hearing (which was still the original 16 unit design), the engineer mentioned a continuation and later Andy suggested that a continuation would make sense so that he, Tom and the developer could meet and work out issues before a decision was issued. At that point the neighborhood went wild and accused the CC of holding secret (the new local anti-government word) meetings to make deals with the developer. That set off Steve, justifiably so according to Andy, and he immediately requested the hearing be closed. Andy was appalled by their behavior and said the neighbors were extremely rude and they crossed over the line.

By doing that, the CC was pushed into a corner and the only logical vote was a denial since none of the issues had been resolved at the closing. When the CC adjourned, it appeared that Andy's only option was to write a denial decision. Any denial decision would be immediately appealed to and overruled by the DEP since they do not support towns when it comes

to buffer issues. So the project would have been approved at the original 16 units in the layout suggested, with perhaps protection of the vernal pool being the one issue the DEP might have upheld for the CC. However, the next day cooler heads prevailed and Tom suggested an approval with conditions as an option. Andy decided to go for it since there was nothing to be lost. He wrote the decision with conditions that would protect the vernal pool by putting in 50 foot no disturb and 75 foot no structure setbacks. The vernal pool protection and enhancement was the number one issue to be highlighted. He pushed on all the issues that CC had, trying to make an appeal by the developer unlikely. The CC held a special meeting last week to vote on the decision, it was approved 3-1 with the one dissenter being Terry Maitland and only because he wanted to just let the state rule on it and not burden the local CC with the decision. Julia Miles, the CC member who lives across the street who could not vote, was pleased with the written decision and complimented Andy for including the conditions.

I showed Andy what the latest design is proposed to be with the changes hopefully to accommodate the buffer requirements by eliminating 4 units, down to 12, and by turning the last building parallel to the road. Andy was pleased to hear that, he had suggested that to the developer also. He thought the CC would be comfortable with that redesign.

There is still one major issue outstanding and one that we probably have to pay attention to since it could change the whole project. That is the issue of the previously unidentified wetlands to the north of the parcel and flowing onto it from Sean Towey's land. The CC conditions suggest a 3rd party wetlands scientist be hired to issue an opinion on whether or not this is a wetlands and whether it is connected in any way to the Blanchard site. If the developer agrees, this can be done in a matter of days. If it is determined to be wetlands, then the project may have to be drastically reduced so this is a crucial determination. The developer has the right to appeal the CC's decision which would take away the requirement to seek an opinion on the new wetlands. The neighbors also have a right to appeal, they would be fools to do so. None have yet appealed and I think the deadline is early next week. If the timing is right, we should know about this before the presentation to us on July 7 and certainly before July 21. If it is a wetlands, the developer really has to start all over again and make a new filing with the CC.

The bottom line is that in Andy's opinion, if the building is turned or otherwise moved out of the 75 foot buffer and the potential new wetlands is not one, the CC will be quite comfortable with the project and in fact has voted to approve it with conditions in any case. They understand very well the consequences of sending an appeal to DEP if they denied. It would result in a project that quite possibly no one wants. The same thing would happen if the developer decided to go to MassHousing and bypass the BOS and ACHC. That too would be something we would not like. There is a fine line to be walked here but right now everything is resting on the new wetlands issue.

Sorry for the length of this but I wanted to report it when it was fresh in my mind.

Betty McManus

From: "Tavernier" <ntavern@comcast.net>
To: <marciatowey@comcast.net>
Cc: <achc@acton-ma.gov>
Sent: Thursday, April 21, 2005 10:54 AM
Subject: Re: Minutes from meeting on Blanchard Place proposal

Hi Marcia,

Thanks for contacting ACHC with your questions. Because the information session was not a formal meeting of the ACHC, we did not take minutes per se but I will put my notes into this for you and also include the answers to questions that were submitted to me by Pat Cummings who lives at 120 Prospect St.

Westchester Corp. is in the process of getting approval for a 40B in Littleton at the Acton line. They have not done other 40B's but the developer has built many houses in Acton. He lives in Acton and believes in quality products. The engineer is involved in a new 40B just approved in Lancaster.

Feel free to contact ACHC with any future questions.

Nancy Tavernier, Chair
ACHC

Here are my notes:

Blanchard Place, 139 Prospect St.

1. Existing house will be razed. A 4 unit farmhouse style building will be constructed in its place, facing Prospect St., with parking and garages in the rear.
2. Two 6-unit townhouses buildings will be constructed perpendicular to Prospect to the rear of the front building. All units were presented to be 3 BR with one car garage, 2000 square feet. The maximum height allowed in the town is 36'. These will obviously not exceed that but may be lower.
3. There is a large vernal pool on the site that needs to be protected and cleaned up. They have designated a small play area on site and a 5' pedestrian way to Mass. Ave. to encourage walking to schools, stores, etc. and not driving.
4. The site is 2.9 acres with 1.85 of it uplands. 27% of the 2.9 acres will be covered with building and pavement. The density is 5.5 units per acre. One third of the site approximately is wetland. None of the wetlands will be altered.
5. The storm water drainage system will include catch basins that drain into underground infiltration beds where the water is held and eventually drains into the ground water through perforated structures like tanks. Reguations do not allow runoff to be any greater than existing nor

can the wetlands be degraded. The underground drainage system will be placed into a 5' mound type system with a retaining wall. This will bring the south side of the parcel up to the existing grade level where the townhouses will be built.

Concerns were raised by attendees:

1. Flooding concerns as they already exist in the neighborhood due to the Temple construction project and the installation of sewers. A request was made for a water balance plan and a hydrology study.
2. The development is out of scale for the neighborhood
3. The developer is maximizing the number of units on marginal land.
4. The neighborhood drainage system is collapsing.
5. A good design is important.
6. Lighting is a concern especially with the Temple lighting already being intrusive
7. The use of lawns and fertilizer in such close proximity to the wetlands is a concern.
8. The number of units should be decreased.

Here is the reply I sent to Pat Cummings after our ACHC meeting today, 4/21.

Hi Pat,

We had a productive session with the developer and engineer this morning. I think there is room for optimism that many of the concerns will be addressed and mitigated.

Here are the answers to your questions:

1. Can we preserve the ledge out-cropping?

The developer is agreeable to doing that, he will adjust the location of the 4 unit building to accommodate the out-cropping. All the buildings will be on slab in any case so he does not need to dig a foundation in that area. That may eliminate the need for any blasting.

2. What happens to the Blanchard Stone?

That stone and surrounding land belongs to the town and will remain in place. They intend to enhance the area by providing benches and plantings to make it more special.

3. How does heavy construction equipment work without impacting the wetland?

Required erosion control methods will be used such as hay bales. There will be no disturbance of the wetland and no equipment is allowed to enter it.

4. Could the style of houses at 520 Main be used here?

We talked about making it a more upscale development with fewer units such as the 520 Main ST.. They are exploring some options in that regard but the duplex style would not fit on the smaller site. 520 Main has 6 duplexes on 5 acres which is why it is less dense. I am hopeful that we will have less density in the end.

5. When digging the foundations, will the depth be the same as the sewer pipe? All the units will be on slabs that only require a 4 foot excavation and in some cases only 2' since the area will be built up around it by 2'. It will therefore be higher than the sewer pipes.

6. Can we push the houses back 50' from the road?

The existing house has a 45' setback from pavement. The 4 unit house will also be 45' from the road. Parking will be in the rear of that building so it can not be pushed back any more or it would risk parking areas in the front which is not desirable and would not allow the garages at the rear.

We talked extensively about the wetlands and groundwater issues. They have hired 2 additional wetlands experts to help them. The drainage system of structures built underground to hold the runoff is used all over town and we have asked them to provide a list and also to make comparable analysis of pre-existing run-off versus post development run-off for any of those developments. The engineer asserts that they are actually making the sponge bigger by bringing the south side up 5' to meet the grade of the houses. This area will be contained in a retention wall also. The increased elevation of this area will match the existing grade level when the townhouses would be placed.

They are working with a landscape architect to provide appropriate buffer plantings that will help the buildings fit into the landscape better. They are also working with an affordable housing consultant who is one of the tops in the field. We were very pleased to hear that.

The next step is their meeting with the Conservation Committee in May with a tentative site visit scheduled for Tuesday, April 26 at 4PM. Members of the ACHC plan to attend.

Feel free to share this message with the neighbors. Steve Marsh acknowledged that he has been receiving many calls from the neighbors and he did go view the Curtis property.

Nancy

At 09:44 AM 4/20/2005, you wrote:

>Dear Nancy:

>

>Would you be so kind as to send me the minutes to last night's meeting on
>the Blanchard Place proposal? My husband Sean attended but his notes are
>less than perfect. I was home with a bouncy three-year-old - I'd planned
>to go but she would have been too disruptive.

>

>Also does the ACHC have a list of past projects completed by Westchester
>Corp? I would like to see examples of what they're working on/completed.

>

>Thank you so much!

Betty McManus

From: "Tavernier" <ntavern@comcast.net>
To: "Acton Community Housing Corporation" <ACHC@acton-ma.gov>; "Board of Health" <BOH@acton-ma.gov>; "Board of Selectmen" <BOS@acton-ma.gov>; "Conservation Commission" <ConCom@acton-ma.gov>; "Economic Development Committee" <EDC@acton-ma.gov>; "Finance Committee" <FinCom@acton-ma.gov>; "Historic District Commission" <HDC@acton-ma.gov>; "Historical Commission" <HC@acton-ma.gov>; "Planning Board" <PB@acton-ma.gov>; "Recreation Commission" <RC@acton-ma.gov>; "Transportation Advisory Committee" <TAC@acton-ma.gov>; "Acton Public School Committee" <apsc@acton-ma.gov>; "Board of Assessors" <BAS@acton-ma.gov>
Sent: Saturday, April 02, 2005 1:58 PM
Subject: ACHC invites you to 40B information session

ACHC Information Session for Prospect St. development

The Acton Community Housing Corporation (ACHC) is sponsoring a Public Information Meeting to be held on Tuesday, April 19 at 7:00PM in Room 204 of Acton Town Hall. The ACHC is a Selectmen-appointed board charged with facilitating affordable housing opportunities for moderate-income families.

The purpose of this Information Meeting is to present preliminary plans for a sixteen unit condominium development located at 137 Prospect St. Twenty-five percent of the units will be sold to eligible first time homebuyers with household incomes at 80% of the area median income. These 4 units will be counted toward the Town's goal of 10% Affordable Housing.

Abutters, town board members, and the general public are invited to attend the meeting to receive information from the developer Steve Marsh. ACHC will give a brief overview of Chapter 40B and affordable housing efforts in Acton. The developers will be present to display the site plan, architectural renderings of the buildings, floor plans, and will answer questions from the audience.

Nancy Tavernier, Chair
ACHC

978-263-9611

Blanchard Place LLC
411 Massachusetts Avenue, Suite 304
Acton, Massachusetts 01720

February 15, 2006

Jonathan Wagner, Chairman
Acton Board of Appeals
472 Main Street
Acton, Massachusetts 01720

Re: Blanchard Place Local Initiative Comprehensive Permit Application.

Dear Mr. Wagner:

The enclosed application for a Comprehensive Permit is the culmination of a collaborative effort starting over a year ago. Both the Board of Selectman and the Acton Community Housing Corporation have endorsed the project. Throughout the process we have worked with the community to create, what we hope will be a model LIP project. The location and design of the project are in line with the newly adopted 40B Policy.

In January 2006, Blanchard Place received the site approval letter from DHCD. We have now met the criteria to proceed to the Acton Zoning Board of Appeals and request a Comprehensive Permit for the above-mentioned project. We look forward to presenting this project and working with the Board.

Sincerely,


J. James D'Agostine, III
Manager
Blanchard Place LLC

COMPREHENSIVE PERMIT APPLICATION FORM

Refer to the "Rules and Regulations for Comprehensive Permits" available from the office of the Board of Appeals for detailed permit filing requirements. Contact the Building Department at 264-9632 with any questions. Incomplete applications may be denied.

(Please type or print your application)

1. Street Address of Site 139 Prospect Street

Name of Proposed Development Blanchard Place

2. Applicant's Name Blanchard Place LLC

Address 411 Massachusetts Avenue Suite 304, Acton, MA 01720

Telephone: 978-263-0428 Fax: 978-263-0447 e-mail: Kingst435@msn.com

3. Record Owner Name Mary Elizabeth Spencer

Address: c/o Anne Spencer Newey

9 Patti Lane

Maynard, MA 01754

4. Zoning District(s) of Parcel(s) R-2, Affordable Overlay Sub-District B,
Groundwater Protection Zone 4

Town Atlas Map(s) Parcel Number(s) Map F2, Parcel 129

5. a) Total development site area: 2.9 A

b) Number of dwelling units: 12 units

c) Number of affordable units: 3 units

d) Number of units accessible/adaptable for

e) Total open space area : 1.85 A

persons w/ disabilities; 12 adaptable units

g) Total length of road: public n/a private n/a

i) Method of wastewater disposal: public sewer

The undersigned hereby apply to the Planning Board for a Comprehensive Permit under M.G.L. c. 40B, α ~20-23. The undersigned hereby certify that the information on this application and plans submitted herewith are correct, and that, to the best of his/her knowledge, the application complies with all applicable provisions of Law and Regulations.

Signed under the penalties of perjury in accordance with M.G.L. c. 268, α 1A.

Signature of Petitioner(s)

Date 2/15/06

Signature of Petitioner(s)

Date

RECORD OWNER'S KNOWLEDGE AND CONSENT I hereby assert that I have knowledge of and give my consent to the application presented above.

Signature of Record Owner(s)

Date

See attached sheet for signature

COMPREHENSIVE PERMIT APPLICATION FORM

Refer to the "Rules and Regulations for Comprehensive Permits" available from the office of the Board of Appeals for detailed permit filing requirements. Contact the Building Department at 264-9632 with any questions. Incomplete applications may be denied.

(Please type or print your application)

- 1. Street Address of Site 139 Prospect St., Acton, MA 01720
Name of Proposed Development Blanchard Pl.
- 2. Applicant's Name Blanchard Place LLC
Address 411 Mass Ave., Acton, MA
Telephone 978-263-0428 Fax 978-263-0449 mail king st 435 @comcast.net
- 3. Record Owner Name Mary Spencer
Address: _____
Telephone _____
- 4. Zoning District(s) of Parcel(s) R-2
Town Atlas Map(s)/ Parcel Number(s) MF2-129
- 5 a) Total development site area 2.7 a) Number of dwelling units 12
c) Number of affordable units 3 d) Number of units accessible/
e) Total open space area 1.85 a) adaptable for persons w/ disabilities 12
g) Total length of road(s) public N/A ft private N/A ft
i) Method of wastewater disposal Public sewer

The undersigned hereby apply to the Planning Board for a Comprehensive Permit under M.G.L. c. 40B, §§ 20-23. The undersigned hereby certify that the information on this application and plans submitted herewith are correct, and that, to the best of his/her knowledge, the application complies with all applicable provisions of Law and Regulations.

Signed under the penalties of perjury in accordance with M.G.L. c. 268, § 1A.

Signature of Petitioner(s)

Date

Signature of Petitioner(s)

Date

RECORD OWNER'S KNOWLEDGE AND CONSENT

I hereby assert that I have knowledge of and give my consent to the application presented above.

Mary E Spencer

Signature of Record Owner(s)

2/4/06
Date

Signature of Record Owner(s)

Date

**COMPREHENSIVE PERMIT
DEVELOPMENT IMPACT REPORT**

(Please type or print information in blanks below)

1. Name of Proposed Subdivision Blanchard Place
2. Location 139 Prospect Street
3. Name of Applicant(s) Blanchard Place LLC
4. Brief Description of the Proposed Project Affordable housing project of 12 units total (3 buildings) on site of 2.9 acres.
5. Name of individual preparing this DIR Scott Hayes, P.E.
 Address 16 Gleasondale Road, Suite 1-1, Stow MA
 Business Phone 978-461-2350 Fax 978-461-2352 E-mail scott@foresite1.com
 Professional Credentials Professional Engineer

A. Site Description

7. Present permitted and actual land uses by percentage of the site.

Uses	Percentage
Industrial	
Commercial	
Residential	100%
Forest	
Agricultural	
Other (specify)	

8. Total acreage on the site: 2.9 acres.

Approximate Acreage	At Present	After Completion
Meadow or Brushland (non-agriculture)	60%	40%
Forested	0	0
Agricultural (includes orchards, cropland, pasture)	0	0
Wetland	37%	37%
Water Surface Area	15%	15%
Flood Plain	0	0
Unvegetated (rock, earth, or fill)	1.5%	0.8%
Roads, buildings and other impervious surfaces	3%	23%
Other (indicate type)		

9. List the zoning districts in which the site is located and indicate the percentage of the site in each district. *Note: include overlay zoning districts.*

<i>District</i>	<i>Percentage</i>
<i>R-2</i>	<i>100%</i>
<i>Affordable Housing Overlay Sub-District B</i>	<i>100%</i>
<i>Groundwater Protection District Zone 4</i>	<i>100%</i>

6. Predominant soil type(s) on the site: Charlton-Hollis Rock Outcrop

Soil drainage (Use the US Soil Conservation Service's definition)

<i>Soil Type</i>	<i>% of the Site</i>
Well drained	65%
Moderately well drained	
Poorly drained	35%

7. Are there bedrock outcroppings on the site? **yes**
8. Approximate percentage of proposed site with slopes between:

<i>Slope</i>	<i>% of the Site</i>
0 — 10%	84%
10 15%	16%
Greater than 15%	0

9. In which of the Groundwater Protection Districts is the site located? How close is the site to a public well? Zone(s) 4 Proximity to a public well: 7,500 feet
10. Does the project site contain any species of plant or animal life that is identified as rare or endangered? (Consult with the Massachusetts National Heritage Program and the Acton Natural Resources Director). **no**

If yes, specify

11. Are there any unusual or unique features on the site such as trees larger than 30 inches D.B.H., bogs, kettle ponds, eskers, drumlins, quarries, distinctive rock formation or granite bridges? **yes**

If yes, specify: vernal pool

16. Are there any established footpaths running through the site or railroad right of ways? **no**
If yes, specify: _____

17. Is the site presently used by the community or neighborhood as an open space or recreation area? **no**

Is the site adjacent to conservation land or a recreation area? **no**

If yes, specify:

18. Does the site include scenic views or will the proposed development cause any scenic vistas to be obstructed from view? **no**

If yes, specify:

19. Are there wetlands, lakes, ponds, streams, or rivers within or contiguous to the site? **yes**

If yes, specify: vernal pool and bordering vegetated wetland

20. Is there any farmland or forestland on the site protected under Chapter 61A or 61 B of the Massachusetts General Laws? **no**

If yes, specify:

21. Has the site ever been used for the disposal of hazardous waste? **no**

Has a 21 E Study been conducted for the site? **no**

If yes, specify results:

22. Will the proposed activity require use and/or storage of hazardous materials, or generation of hazardous waste? **no**

If yes, specify

23. Does the project contain any buildings or sites of historic or archaeological significance? (Consult with the Acton Historic Commission or the Acton Historical Society.) **no**

If yes, please describe _____

24. Is the project contiguous to or does it contain a building in a local historic district or national register district? **no**

25. Is the project contiguous to any section of the Isaac Davis Trail? **no**

If yes, please describe _____

B. Circulation System

26. What is the average weekday traffic and peak hour traffic volumes generated by the proposed development?

Average weekday traffic	88
Average peak hour volumes weekda y morning	7
Average peak hour volumes weekday evening	9
Average peak hour volumes Saturday	9

27. Existing street(s) providing access to proposed subdivision:

Name Prospect Street Town Classification Collector Street

28. Existing intersection(s): list intersections located within 1000 feet of any access to the proposed development.

Prospect Street with Massachusetts Avenue, with Spencer Road, and with Torrington Drive

29. Location of existing sidewalks within 1000 feet of the proposed site.

Existing sidewalk on west side of Prospect Street from Massachusetts Avenue to Main Street, and on south side of Massachusetts Avenue.

30. Location of proposed sidewalks and their connection to existing sidewalks:

No sidewalk is proposed however a wood chip pedestrian trail is proposed from the project site to an existing sidewalk at Mass. Avenue by the ABRJHS campus (see plan) *

31. Are there parcels of undeveloped land adjacent to the proposed site? **no**

Will access to these undeveloped parcels been provided within the proposed site?

If yes, please describe _____

If no, please explain why _____

C. Utilities and Municipal Services

32. What is the total number of bedrooms proposed? **34**

33. If the development has a nonresidential component, what will be its use and size (s.f.)?
n/a

34. Storm Drainage

a. Describe type, location, and surface water body receiving current surface water of the site: Runoff feeds existing wetlands and vernal pool on site

b. Describe the proposed drainage system and how it will alter existing drainage patterns: Proposed runoff discharges to the same wetlands and vernal pool of a slightly lesser volume and peak due to infiltration increase.

c. Will a NPDS Permit be required? **yes**

35. Estimate the fire department response time to the site (consult with Fire Dept.) 2 min
36. Schools (if residential)
 - a. Projected number of new school age children: 12
 - b. Distance to nearest school: 2000 ft

E. Measures to Mitigate Impacts

Attach brief descriptions of the measures that will be taken to:

37. Prevent surface water contamination.
38. Prevent groundwater contamination.
39. Maximize groundwater recharge.
40. Prevent erosion and sedimentation.
41. Maintain slope stability.
42. Design the project to conserve energy.
43. Preserve wildlife habitat.
44. Preserve wetlands.
45. Ensure compatibility with the surrounding land uses.
46. Control peak runoff from the site so that the post-development rate of runoff will be no greater than the predevelopment rate of runoff for the 10-year storm event.
47. Preserve historically significant structure and features on the site.
48. To mitigate the impact of the traffic generated by the development.

Please use layman's terms where possible while still being accurate and comprehensive. Where appropriate, graphics shall be used. List sources of data, reference materials, and methodology used to determine all conclusions. Use additional sheets as necessary.

BLANCHARD PLACE

Measures to Mitigate Impacts

Addendum to Development Impact Report (Addressing No.'s 37 – 48)

37. To prevent surface water contamination, all stormwater runoff from impervious cover will be collected in deep sump hooded catch basins, and further treated for suspended solids using Vortechs units.
38. To prevent groundwater water contamination, all storm water runoff from impervious cover will be collected in deep sump hooded catch basins, and further treated for oil/water separation using Vortechs units.
39. Proposed infiltration beds will recharge most of the generated runoff from impervious roof, road and parking surfaces, maximizing the site's recharge capabilities.
40. Erosion and sedimentation occur primarily during construction. Adequate precautions will be taken in the form of siltation barriers, velocity check dams, rip-rap, minimizing slope of disturbed soils, and timely stabilization of disturbed slopes as addressed on the Erosion and Sediment Control Plan (sheets 10 and 11 of the plan set).
41. Slope stability will be maintained by attending to disturbed slopes in a timely manner (spreading loam and seeding, mulching and/or hydroseeding within a short time period after establishing final grades; refer to Erosion & Sediment Control Plan for more detail on this item).
42. Due to the relatively small magnitude of the proposed residential development, the project will have negligible impact on local energy consumption.
43. The proposed activities lie outside resource areas. A buffer strip along the existing wetland area will preserve the habitat for wildlife inside the wetland and vernal pool areas.
44. No wetlands will be disturbed by this project. No work is proposed within a wetland resource area.
45. The site is surrounded by residential (R-2) and business (Kelley's Corner) zones. The site lies within the Affordable Housing Overlay District. The proposed use is allowed by current zoning and compatible with the existing neighborhood. The location of the site within the Affordable Housing Overlay District (Sub-district B) makes it ideal for a Comprehensive Permit project having an affordable dwelling unit component.

46. The peak runoff from the site will be controlled by collection of storm water with catch basin, treated for sediment removal, total suspended solids (TSS) removal and hydrocarbon removal prior to infiltration in subsurface recharge beds. These structures have been designed to reduce runoff rates and volumes generated by proposed site improvements.
47. The Blanchard Monument abuts the site to the west and is located on the east side of Prospect Street between the site and Prospect Street (see plan). There are no other known historically significant features on or within close proximity to the site.
48. Due to the small scale of the development, and the low current peak hour traffic volumes on Prospect Street (a Collector Street), no traffic mitigation is warranted and therefore none has been proposed (refer to Traffic Study by MS Transportation Systems, Inc. contained herein).

11. Unit Composition ~ Ownership Projects Only*

Complete the chart below. Include a separate entry for each unit type according to its square footage and/or sales price.

Type of Unit	# of Units	# of Bedrooms	# of Baths	Gross Sq. Ft.	# Parking Spaces	Sales Price	Condo Fee	Handicapped Accessible?
Affordable	2	3	2.5	2610	3	\$159,900	TBD	<input type="checkbox"/>
	1	2	2.5	1672	3	\$145,000	TBD	<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Market	1	2	2.5	1672	3	\$370,000	TBD	<input type="checkbox"/>
	2	3	2.5	2528	4	\$620,000 avg	TBD	<input type="checkbox"/>
	2	3	2.5	2610	3	\$490,000 avg	TBD	<input type="checkbox"/>
	2	3	2.5	2646	3	\$485,000 avg	TBD	<input type="checkbox"/>
	2	3	2.5	2056	3	\$457,500 avg	TBD	<input type="checkbox"/>
Other								<input type="checkbox"/>

*For rental projects, please fill out the Unit Composition section of the One Stop Application. Contact DHCD for assistance.

BLANCHARD PLACE ACTON,MA

METHODOLOGY USED TO ESTIMATE SALES PRICE FOR "AFFORDABLE" HOMES

2BR CONDOMINIUM UNIT (3 PERSON HH)

ALL ASSUMPTIONS TO BE UPDATED AND CONFIRMED PRIOR TO LOTTERY ADVERTISING

ASSUMPTIONS

1. 70% of MFI for 3 Person HH for BOSTON, MA-NH PMSA (Massachusetts NEF Ch. 40B Standard)	2/11/2005	\$52,080
2. % of Household Income Available for Principal & Interest, Mortgage Insurance, Property Taxes, Property Insurance, and Condominium Fees		30%
3. Assumed Maximum Monthly Cost for Housing Costs Listed Above		\$1,302
4. Principal & Interest Annual Constant	Term of Loan Interest Rate Annual Constant	30 6.25% 7.3886%
5. ACTON Tax Rate per \$1,000 of Sales Price	FY 2005	\$13.81
6. Estimated Annual Property Insurance Cost (Included in Condo Fee)		\$0
7. Estimated Monthly Condo Fee for Affordable Unit		\$105
8. Down Payment		5%
9. Estimated Private Mortgage Insurance Premium		
Down Payment	PMI Premium	
5%	0.0078	

ESTIMATED SALES PRICE FOR "AFFORDABLE" UNIT **\$157,135**

Down Payment **\$7,857**

Mortgage Loan **\$149,278**

Estimated Monthly Loan Payment **\$919**

Estimated Private Mortgage Insurance Monthly Payment **\$97**

Estimated Annual Property Tax **\$2,170**

Estimated Annual Property Insurance Cost (Included in Condo Fee) **\$0**

Estimated Monthly Condo Fee for Affordable Unit **\$105**

Total Annual Housing Cost **\$15,624**

Total Monthly Housing Cost **\$1,302**

Total Income Required to Afford Housing **\$52,080**

% of Income Required **100.00%**
(Can not exceed 100%)

7/14/2005

BLANCHARD PLACE ACTON,MA

METHODOLOGY USED TO ESTIMATE SALES PRICE FOR "AFFORDABLE" HOMES

3BR CONDOMINIUM UNIT (4 PERSON HH)

ALL ASSUMPTIONS TO BE UPDATED AND CONFIRMED PRIOR TO LOTTERY ADVERTISING

ASSUMPTIONS

1. 70% of MFI for 4 Person HH for BOSTON, MA-NH PMSA (Massachusetts NEF Ch. 40B Standard)	2/11/2005	\$57,890
2. % of Household Income Available for Principal & Interest, Mortgage Insurance, Property Taxes, Property Insurance, and Condominium Fees		30%
3. Assumed Maximum Monthly Cost for Housing Costs Listed Above		\$1,447
4. Principal & Interest Annual Constant	Term of Loan Interest Rate Annual Constant	30 6.25% 7.3886%
5. ACTON Tax Rate per \$1,000 of Sales Price	FY 2005	\$13.81
6. Estimated Annual Property Insurance Cost (Included in Condo Fee)		\$0
7. Estimated Monthly Condo Fee for Affordable Unit		\$125
8. Down Payment		5%
9. Estimated Private Mortgage Insurance Premium		
Down Payment	PMI Premium	
5%	0.0078	

ESTIMATED SALES PRICE FOR "AFFORDABLE" UNIT **\$173,577**

Down Payment **\$8,679**

Mortgage Loan **\$164,898**

Estimated Monthly Loan Payment **\$1,015**

Estimated Private Mortgage Insurance Monthly Payment **\$107**

Estimated Annual Property Tax **\$2,397**

Estimated Annual Property Insurance Cost (Included in Condo Fee) **\$0**

Estimated Monthly Condo Fee for Affordable Unit **\$125**

Total Annual Housing Cost **\$17,367**

Total Monthly Housing Cost **\$1,447**

Total Income Required to Afford Housing **\$57,890**

% of Income Required **100.00%**
(Can not exceed 100%)

7/14/2005

Blanchard Place
Acton, Massachusetts

Marketing Program

Introduction

The marketing program and minority outreach for *Blanchard Place* in Acton, Massachusetts will be grass roots in nature with a strong focus on the local market. In the immediate market area including the towns of Acton, Boxborough, Littleton, Concord, Stow, Maynard and Sudbury there is an underserved population of working families in need of quality, affordable homes. As home prices in these communities continue to appreciate at a rapid pace and the availability of suitable properties has become more difficult, we are pleased to have the opportunity to build three new, quality townhouses for distribution to income eligible households through the Local Initiative Program (LIP).

The homes will be distributed based on the criteria established by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD). We expect the three townhouse units will be distributed to two applicant pools. One for those applicants qualified under Acton's Local Preference criteria and those to the Open Pool.

The objective of the marketing program is to identify a sufficient pool of applicants for the three available affordable homes. Based upon the lottery results, all applicants would be assigned their proper rank in the appropriate pool. This will enable us to quickly determine who would have the first opportunity to purchase a townhouse.

What follows is a list of activities and materials we intend to utilize to assist in our marketing of the three town houses, processing of the applicants and our attempts to reach out to the local community's minority population.

Local Pool

1. The Acton Community Housing Corporation has an active list of approximately 130 Local Pool prospects.
2. To validate and extend the Local Pool prospect list we will be disseminating information directly to the attached list of Town officials and entities, church and other groups. (See Exhibit A). If allowed, the opportunity will also be posted on the Town of Acton website.

Open Pool

1. The Acton Community Housing Corporation (ACHC) has an active list of 150 Open Pool prospects.
2. Efforts will be made to secure similar lists from surrounding communities and, if available, from recently completed lotteries for other affordable housing projects in the area.

3. Public service announcements under the auspices of the Acton Community Housing Corporation will be distributed to:
 - a. The Beacon
 - b. Boston Sunday Globe, Northwest section
 - c. Boston Globe, Community Briefing
 - d. Action Unlimited
 - e. Lowell Sun
 - f. Worcester Telegram & Gazette
 - g. Community Newspaper Company
4. Notices will be posted and distributed in various locations serving minority populations including,
 - a. Framingham
 - b. Lowell
 - c. Worcester

Other marketing approaches

1. Postings for display at various locations will be complete with tear-off sheets with instructions on how to contact the Lottery Manager to obtain a lottery information package (email or snail mail).
2. A dedicated email address will be established to facilitate communications.
3. The information package and application form will be available in digital form to facilitate distribution and completion.

Public Information Meetings

Two public information meetings would be held prior to the application deadline to offer a forum to adequately address the questions and/or concerns of the potential applicants or community organizations. These meeting(s) enable us to better assess the strength of the market, to identify potential applicants and create a notification list of these families. The meeting agenda would consist of:

- A general introduction on the available homes
- The LIP program
- Deed restrictions
- The lottery process
- Requirements to participate in the lottery

Information Package

An information package has been created and will be used to accompany a lottery application sent to interested parties.

Lottery Announcement

We are pleased to announce the availability of three affordable town houses located within a mile from the South Acton commuter rail. The development is called Blanchard Place and is located at 139 Prospect Street in Acton, Mass. The town houses feature:

- 3 Bedrooms or 2 bedrooms*
- 2 ½ Baths*
- Central air conditioning*
- Gas hot air heat*
- Hardwood first floor & stairs*
- One-car garage and two designated parking spaces*
- Microwave, stove and dishwasher*

The two three-bedroom units will be sold by lottery for \$159,900 each and the one two-bedroom unit for \$145,000. Applicants must be first time home buyers and meet certain limitations:

- Income - \$66,150 for a family of four*
- Total assets - \$50,000 excluding automobiles and household furnishings*

Two units are reserved for an applicant that either lives or is currently employed in the Town of Acton and has been for the last six months or is a son or daughter of a current resident.

For an information packet and lottery application leave a message with your name and address [Please speak slowly] at 978-xxx-xxxx or contact us via Email: xxxx@xxxx or send us a letter at Blanchard Place Lottery, P.O. Box XXXX, Acton, MA 01720

INFORMATION PACKET FOLLOWS

Submit to Omaha

Blanchard Place Condominiums

*c/o Blanchard Place, LLC
xxxxxxxxxx
Acton, MA 01720
(978) xxx-xxxx*

XXXX NAME XXXXX
XXXXADDRESSXXXXXXXXX
XXCITY, MA, ZIP XXXXX

XXXX DATE XXXXXX

Dear XXXXXXXX,

Attached is the information you requested regarding the Blanchard Place affordable housing initiative in Acton, Massachusetts. Blanchard Place Condominiums will be under construction soon and it is anticipated that the affordable town homes will be completed and ready for occupancy by Summer, 2006. There are three units available, xxx for local preference and xxx for the rest of the State.

All affordable town homes will be sold by lottery as outlined in this package. Please review the enclosed information packet in detail and complete all of the yellow pages and supply the documents requested in the application (like pay stubs) and return them to Blanchard Place Lottery, P.O. Box XXXX, Acton, MA 01720

A Public Information Meeting will be held **XXXXXX date XXXXXX** at XXXX p.m. at the XXXXXXXXXXXX. A second Public Information Meeting will be held **XXXXXX date XXXXXX** at XXXX p.m. at the XXXXXXXXXXXX. At these meetings a short presentation explaining the lottery process will be made and you will be able to view scale models of the townhouse units and the floor plans. This will be followed by a question and answer session.

Assistance will be available to help you complete the application. If you do choose to use this service you must bring your latest pay stub and the last two years federal tax returns (all family members).

Applications must be submitted by XXX p.m. on XXXXXXXXXXXXXXXXXXXX. The lottery will be held on XXXXXXXXXXXXXXXXXXXX, XXX p.m. at the XXXXXXXXXXXX. We anticipate having the first town homes ready for occupancy XXXXXXXXXXXXXXXXXXXX.

The lottery for the ³two available town homes will be held at the Acton Town Library, XXXXXXXXXXXXXXXXXXXX at XXXX p.m. Although not required, all applicants are encouraged to attend.

Thank you for your interest in affordable housing at **BLANCHARD PLACE**. If you have questions and cannot attend the public meeting meeting, please contact xxxxxxxxx at 978-XXX-XXXX or email us at xxxxx@xxxxxxxx.

Sincerely,

Stephan Marsh
Blanchard Place Condominiums

BLANCHARD PLACE CONDOMINIUMS

The Blanchard Place town house condominiums are located adjacent to Kelly's Corner district. The development contains twelve town houses in three buildings. Town houses have:

- 1,672 to 2652 square feet of living space
- Either 3 Bedrooms or two bedrooms
- 2 ½ Baths
- Three parking spaces
- Central Air Conditioning, hot air heat and central vacuum
- Kitchen with Microwave, stove and a dishwasher

Three units have been designated for sale under the states affordable housing program. These units will be sold at \$159,900 for three bedroom units and \$145,000 for two bedroom units. Buyers will be selected by lottery.

Guidelines to participate in the lottery

If you wish to enter the lottery for a chance to be selected to purchase one of these three town homes you must meet **all** of the following guidelines:

- Either be a first time home buyer or have not owned a home in the previous 3 years
- Have no more that \$50,000 in assets such as savings, checking and brokerage accounts and stocks and bonds but excluding your automobile(s) and personal items such as clothing and home furnishings.
- Be able to secure a 30 year fixed rate mortgage.
- Be able to put 5% down
- Have an annual household income not exceeding: (see below)

Household Size	3	4	5	6
Max. Allowable Income	\$59,550	\$66,150	\$71,450	\$76,750

The town homes will be sold in accordance with policies and guidelines established by the Acton Community Housing Corporation and the Massachusetts Department of Housing and Community Development. Preference is given to families of 4 or more individuals for the three bedroom units and to families of 3 or more individuals for the two-bedroom unit. Two of the three townhouses are reserved for families that are:

- Current Town of Acton residents and their children
- Town of Acton employees including employees of the Acton Water District, Acton Public Schools, Acton-Boxborough Regional High School that are employed for a period of six months before the application deadline
- Those employed in the Town of Acton for a period of six months before the application deadline

Please note that homes purchased under these policies and guidelines are sold at a substantial discount from other town homes in the development. For example, the price for the Blanchard Place affordable two-bedroom town home is \$145,000. The market rate two-bedroom units will be sold for \$370,000 and up.

Deed restrictions are used to maintain the affordability of the town homes for future buyers while permitting the owner to share in the appreciation of the town home. Thus, if you were to sell your home in three years, for example, you would not be able to sell it at the going market price. The Commonwealth of Massachusetts and the Town of Acton would determine the price of the unit.

The Lottery for BLANCHARD PLACE CONDOMINIUMS

There will be three (3) town homes available at Blanchard Place Condominiums. The three town homes are to be distributed through two lottery pools. With one town home available for the local pool and two for the open pool. The following are the two pools.

<u>Pool</u>	<u>Qualifications</u>	<u># of Town Homes</u>
Local	Applicants which must meet local requirements	2
Open Pool	All applicants (<i>Includes Local</i>)	1

Applicants will be in *all* the pools in which they qualify. Local applicants would have two opportunities with the Local and Open pools.

All of the applicants for a given pool will be pulled at the time of the lottery. This will establish the rankings for the distribution of the town homes. **For example**, if there are 40 local applicants, the first one selected from the pool would have an opportunity to purchase a town home, and the remaining 39 applicants would establish the waiting list if the winner drops out. Preference is given to families of 4 or more individuals for the three-bedroom units and to families of 3 or more for the two-bedroom unit.

If you have been selected for a town home you must meet with one or more lottery representatives to review your final application in detail and to verify the information you have provided.

Please be advised that the **official income verification will be repeated** shortly before closing to verify that you are still eligible. You will need to provide recent pay stubs at that time.

Town Homes are assigned

It is important for all applicants to understand that specific town homes are attached to specific lottery rankings based upon the projected availability of the completed town house. Applicants will not have a choice of town home locations, style or schedules. You will not be able “pass” on a town home and wait for the next town home.

If you choose not to take the available town home that is designated to you, you will go to the bottom of the list and will not have another opportunity to purchase a home in Blanchard Place.

First time homebuyer course

If you are selected as a Lottery winner you must attend a “first time homebuyer education course”. It is advisable for the top six lottery winners to take the course as soon as possible. A schedule of these can be found at the Citizens Housing and Planning Association (CHAPA) website (http://www.chapa.org/housing_workshops00.htm) or by calling 617-742-0820. Upon completion you will receive a Certificate that you will be required to submit.

Summary

We hope this helps explain the process by which the town homes will be distributed. We greatly appreciate your participation and wish you the best of luck in the lottery process.

COMPREHENSIVE PERMIT DEVELOPMENT PRO FORMA

If the project is for new construction of ownership units, complete this development pro forma. For other types of project, such as rental units or rehab-projects use pro formas approved or suggested by the Massachusetts Department of Housing and Community Development.

A. Costs:	Total Costs	Per Unit
(a) Site Acquisition:	\$ 587,500	\$ 48,958
<i>Hard Costs</i>		
(b) Site Preparation	\$ 255,000	\$ 21,250
(c) Landscaping	\$ 50,000	\$ 4,166
(d) Residential Construction	\$ 2,487,000	\$ 207,250
(e) Subtotal Hard costs (b+c+d)	\$ 3,379,500	\$ 281,625
(f) Contingency	\$ 83,760	\$ 6,980
(g) Total Hard Costs (e+f):	\$ 3,463,260	\$ 288,605
<i>Soft Costs</i>		
(h) Permit/Surveys	\$ 162,804	\$ 13,567
(i) Architectural	\$ 28,800	\$ 2,400
(j) Engineering	\$ 66,000	\$ 5,500
(k) Legal	\$ 95,525	\$ 7,960
(l) Insurance	\$ 25,200	\$ 2,100
(m) Security	\$ 5,000	\$ 417
(n) Developer's Fee	\$ 48,000	\$ 4,000
(o) Construction Manager	<i>included in hard cost</i>	<i>included in hard cost</i>
(p) Property Manager	\$ 5,000	\$ 1,250
(q) Construction Interest	\$ 102,000	\$ 8,500
(r) Financing/Application Fees	\$ 18,000	\$ 1,500
(s) Utilities	\$ 12,000	\$ 1,000
(t) Maintenance (unsold units)	\$ 12,000	\$ 1,000
(u) Accounting	\$ 25,000	\$ 2,083
(v) Marketing	\$ 235,750	\$19,645
(w) Subtotal Soft Costs (add h v)	\$ 841,079	\$ 70,090
(x) Contingency	\$ 25,232	\$ 2,103
(y) Total Soft Costs (w+x):	\$ 866,312	\$ 72,193
(z) Total Development Costs (a+g+y):	\$ 4,329,572	\$ 360,798

B. Profit Analysis		
<i>Sources:</i>		
(A)	Affordable sales	\$ 464,800
(B)	Market sales	\$ 4,475,000
(C)	Total Sales (A+B)	\$ 4,939,800
(D)	Public grants	\$ 0
(E)	Total Sales plus Grants (C+D)	\$ 4,939,800
<i>Uses:</i>		
(F)	Total Development Costs (=y)	\$ 4,329,572
(G)	Total Profit (E-F)	\$ 610,228
(H)	Percentage Profit (G/F)	14.09 %

C: Cost Analysis		
(I)	Total Building Floor Area (gross):	28,238 square feet
(J)	Residential Construction Cost per Square Foot (d/I):	\$ 101.84
(K)	Total Hard Costs per Square Foot (g/I):	\$ 122.65
(L)	Total Development Costs per Square Foot (z/I):	\$ 153.32
(M)	Sales per Square Foot (C/I): (Do not include proceeds from public grants)	\$ 175.00

D: Construction Lender

Attach a signed letter of interest from at least one construction lender.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

April 3, 2007

Attorney Steven Graham
Graham and Harsip, P.C.
Strawberry Hill Building
289 Great Road Suite 101
Acton, MA 01720

RE: Blanchard Place, Acton, MA - Local Initiative Program Regulatory Agreement

Dear Attorney Graham:

Enclosed please find the signed Regulatory Agreement (RA) that must be recorded for the above referenced project. It is DHCD's understanding that you will be recording the agreement. Please notify DHCD immediately of the box and page and fax at least the first page of the recorded RA with book and page number so that we may process buyers. DHCD fax number is 617 -573- 1330.

Before construction begins, the town will want to insure that plans and specifications conform to the Comprehensive Permit issued by the Board of Appeals. Construction must also comply with all state laws and with all local bylaws, regulations and requirements that have not been explicitly waived in the Comprehensive Permit.

Municipal officials and officers should review final construction plans and specifications such as:

1. Site plans

- a. Lot lines, location of all buildings, street and driveway locations, dimensions and cross sections.
- b. Utilities, to include hydrants and streetlights
- c. Septic system plan
- d. Drainage plan and calculations
- e. Landscape plans, to include existing vegetation, grading, sidewalks, and street trees, as applicable.

2. Architectural plans and elevations

Please note the RA requirements below:

1. After recording, the person responsible for recording (project sponsor or town counsel) should submit a copy of the executed document with recording information to the DHCD Division of Housing Development.

2. Once final Certificate(s) of Occupancy are issued, the Project Sponsor should submit a Certified Cost and Income Statement to the DHCD Division of Housing Development.

3. The Chief Elected Official should submit An Annual Certification of Qualified Occupancy to the DHCD Division of Housing Development.

Based on the information contained in the Regulatory Agreement, it is DHCD's understanding that there will be three (3) affordable homeownership units (condominiums).

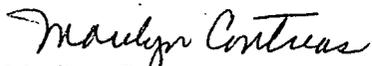
For these units, the town should provide the following documentation to DHCD at least two weeks prior to each unit's closing, so that we can issue a Maximum Resale Price Certificate as the deed restriction requires:

- A Copy of the COMMITMENT LETTER from the buyer's lender, reflecting the Interest Rate, Points, Length of Loan (i.e. 15-yr, 30-yr), and APR (Annual Percentage Rate)
- A Copy of the PURCHASE AND SALE AGREEMENT signed by the buyer and the developer
- Contact information for the LOAN CLOSING ATTORNEY including name, address, phone and fax numbers.

Please send all documents to Elsa Campbell of the LIP Program staff, telephone (617) 573 -1321.

Please contact me (617-573-1359) if you have any questions or concerns as this project moves forward. Thank you for your participation in the Local Initiative Program.

Very truly yours,



Marilyn Contreas
Senior Program and Policy Analyst

cc: Kristen Alexander, Assistant Town Planner – Acton (town copy of RA)
Nancy Tavernier, Acton Community Housing Corporation (letter only)
Chair, Acton Zoning Board of Appeals (letter only)
Catherine Racer, Associate Director --DHCD Division of Housing Development (letter only)

Enclosures:

Regulatory Agreement
Recording Form

Blanchard Place

Highlights

Blanchard Place is a new 12-unit project located at 139 Prospect Street in Acton, MA. Three affordable 2 & 3 bedroom town home units are available by lottery for eligible first time homebuyers.

Public Information Meeting: 7:00 p.m., Tuesday, February 19, 2008
Acton Town Hall, Room 204

Application Deadline: March 14, 2008

Lottery Date: 7:00 p.m., Wednesday, March 26, 2008
Acton Town Hall, Room 204

Affordable Price: Two Bedroom - \$154,400
Three Bedroom - \$171,700

Mortgage Pre-Approval: A mortgage pre-approval letter is required to participate in this project. The pre-approval letter must be based on your credit score and current financial situation and MUST be from a bank and received with your application before the application deadline. A pre-approval letter from a mortgage company or an online letter will NOT be accepted. A list of banks will be available at the Public Information Meeting and upon request.

Mortgage Guidelines: There are specific mortgage guidelines that must be met. They are:

- The loan must have a fixed interest rate through the full term of the mortgage.
- The loan must have a current fair market interest rate. (No more the 2 percentage points above the current MassHousing Rate.)
- The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer's own funds.
- The loan can have no more than 2 points.
- The buyer may not pay more than 38% of their monthly income for housing costs.

Location: 139 Prospect Street

Local Preference Criteria:

- Current Acton resident
- Employed by the Town of Acton, the Acton Public Schools, the Acton-Boxborough Regional School District or the Acton Water Department
- Parent, son, daughter or sibling of current Acton Resident
- Employee working in the Town of Acton

Maximum Allowable Income:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$46,300	\$52,950	\$59,550	\$66,150	\$71,450	\$76,750

Total # of Units: 12
of Affordable Units 3

Two Bedroom 1

Three Bedroom 2

Unit Style: Town Homes

Two Bedroom Unit: Two bedrooms
2 1/2 bathrooms
One car garage
+/- 1,672 sq. ft.

Three Bedroom Units: Three bedrooms
+/- 2,600 sq. ft.
2 1/2 bathroom
One car garage



Blanchard Place

Acton, MA

Regulatory Agreement Pricing

AFFORDABILITY ANALYSIS

	<i>Two Bedroom</i>	<i>Three Bedroom</i>
Home Price	\$ 171,800	\$ 191,000
<i>Interest Rate</i>	6.94%	6.94%
<i>Down Payment (%)</i>	5.00%	5.00%
Down Payment (\$)	\$ 8,590.00	\$ 9,550.00
Mortgage Amount	\$ 163,210.00	\$ 181,450.00
Monthly Expenses		
<i>Principal & Interest</i>	\$ 1,079.27	\$ 1,199.89
<i>Real Estate Taxes</i>	\$ 209.31	\$ 232.70
<i>Private Mortgage Insurance</i>	\$ 105.41	\$ 117.19
<i>Estimated Association Fee</i>	\$ 100.00	\$ 110.00
<i>Hazard Insurance</i>	\$ 57.27	\$ 63.67
TOTAL Monthly Expenses	\$1,551.25	\$1,723.44
Minimum Income Required	\$ 62,050	\$ 68,938
<i>\$52,106 - 70% of Median - 3 person</i>	<i>\$54,206 - 70% of Median - 4 person</i>	
<i>\$59,550 - 80% of Median - 3 person</i>	<i>\$66,150 - 80% of Median - 4 person</i>	

NOTES:

Acton Residential Tax Rate \$ 14.62 per thousand

Blanchard Place

Current Pricing

Acton, MA
12/28/07

AFFORDABILITY ANALYSIS

	<i>Two Bedroom</i>	<i>Three Bedroom</i>
Home Price	\$ 154,400	\$ 171,700
<i>Interest Rate</i>	6.42%	6.42%
<i>Down Payment (%)</i>	5.00%	5.00%
Down Payment (\$)	\$ 7,720.00	\$ 8,585.00
Mortgage Amount	\$ 146,680.00	\$ 163,115.00
Monthly Expenses		
<i>Principal & Interest</i>	\$ 919.41	\$ 1,022.43
<i>Real Estate Taxes</i>	\$ 188.11	\$ 209.19
<i>Private Mortgage Insurance</i>	\$ 94.73	\$ 105.35
<i>Estimated Association Fee</i>	\$ 100.00	\$ 110.00
TOTAL Monthly Expenses	\$1,302.26	\$1,446.96
Minimum Income Required	\$ 52,090	\$ 57,879
<i>\$52,106 - 70% of Median - 3 person</i>	<i>\$57,881 - 70% of Median - 4 person</i>	
<i>\$59,550 - 80% of Median - 3 person</i>	<i>\$66,150 - 80% of Median - 4 person</i>	

NOTES:

Acton Residential Tax Rate \$ 14.62 per thousand



ACTON
AFFORDABLE HOUSING
Three 2 and 3 Bedroom Town Homes
Price: \$154,400/\$171,700

BLANCHARD PLACE

Special Program for Moderate Income Families

Blanchard Place LLC, located on Prospect Street, is pleased to announce the availability of 3 new two and three bedroom town homes, by lottery, for eligible first time homebuyers. Join us at the Public Information Meeting to learn the details.

Public Information Meeting

Tuesday, February 19, 2008
 7:00 p.m.
 Acton Town Hall—Room 204

Application Deadline

March 14, 2008

Lottery Drawing

Wednesday, March 26, 2008
 7:00 P.m.,
 Acton Town Hall—Room 204

Eligibility Criteria:

1. Must be a first time homebuyer (defined as not having owned as a principal residence for three years.) Some exceptions apply.
2. Assets to \$50,000. Retirement accounts do apply.
3. Maximum Allowable Income can not exceed:

HHS	1	2	3	4	5	6
Max Income	\$46,300	\$52,950	\$59,550	\$66,150	\$71,450	\$76,750

**EASY
 ACCESS
 TO
 BOSTON**

Request Information and Applications at:

Email:

lotteryinfo@mcohousingervices.com

Phone:

MCO Housing Services @ (978) 456-8388

Pick Up:

Acton Town Hall, Town Clerks Ofc or Public Library

**COMMUTER
 RAIL
 NEARBY**



Apply **ONLINE** at www.mcohousingervices.com

Blanchard Place

Acton, MA

Marketing and Outreach Plan Lottery Plan

Introduction

Blanchard Place is a new town home development located on Prospect Street in Acton, MA. The marketing program and minority outreach for Blanchard Place in Acton, Massachusetts will be grass roots in nature with a strong focus on the local market. In the immediate market area including the Town of Acton there is an under served population of first time homebuyers in need of quality affordable units. We are excited to have the opportunity to provide 3 new town homes for distribution to eligible first time homebuyers.

The units will be distributed based upon criteria established by the Department of Housing and Community Development (DHCD) and the Local Initiative Program (LIP). Three units will be distributed to two applicant pools. The first will be a Local pool, qualified under Acton's Local Preference criteria (which will receive 70% of the units) and the second pool, for At-Large applicants, will be distributed statewide.

The objective of the marketing program is to identify a sufficient pool of applicants for the available, affordable units. Based upon the lottery results, all applicants would have their proper rank in the appropriate pools. This will enable us to quickly determine who would have the first opportunity for the purchase of an upcoming home.

What follows is a list of activities and materials we intend to utilize to assist in unit marketing, processing of the applicants and our attempts to reach out to the Boston area or regional minority populations.

General Information

Blanchard Place LLC and the Town of Acton have worked together to provide affordable housing opportunities at Blanchard Place in Acton, Massachusetts. Blanchard Place will provide 12 new two and three bedroom town homes consisting of three buildings with 4 units per building. Three of these units, 1 two bedroom and 2 three bedroom units, will be distributed by lottery to eligible applicants.

All units will be sold, by lottery, to persons who meet the eligibility requirements and have incomes at or below 80% of the area median income, for the Boston PMSA, adjusted for Household size. The unit pricing is: \$171,800 for a +/-1,672 sq. ft. two bedroom unit and \$191,000 for a +/-2,610 sq. ft. three bedroom unit. Each two or three bedroom unit includes a one car garage and 2 ½ bathrooms.

All affordable units will have a "Deed Rider" that will be filed with the deed at the time of purchase. This deed rider restricts the amount that the unit can be resold for, based on a Resale Price Multiplier, and requires subsequent buyers to have a household income at or below 80% of the area median income at the time of resale. The deed rider insures that the unit stays affordable for the long term.

Blanchard Place LLC will be sponsoring an application process and lottery to rank the eligible program applicants. The application and lottery process as well as the eligibility requirements, are described in this plan. Blanchard Place LLC has contracted MCO Housing Services, of Harvard, MA, as their lottery agent. MCO Housing Services has been providing Lottery Services to area developers for over 15 years.

Marketing and Outreach Plan

Acton, MA is located 25 miles northwest of Boston with easy access to Routes 2, 27 and 111 and nearby access to Route 495. The MBTA Commuter Rail stops in South Acton with 2 additional stops in the neighboring communities of Littleton and West Concord.

Application availability and a public information meeting will be announced, with a minimum of two ads, in the Beacon, the local newspaper. Additional ads will be placed in the CNC Northwest Classified section (See attached Marketing and Outreach Schedule for complete marketing program.) We will work closely with the Beacon to have articles placed to ensure awareness of the project and the available affordable housing opportunities.

Minority Outreach will be conducted through advertisements in El Mundo and The Baystate Banner.

A listing on the Citizens' Housing and Planning Association, Inc. (CHAPA) website (www.chapa.org) will also announce the lottery and application availability. Additional announcements will be mailed to the following organizations:

City of Boston
Metropolitan Housing Opportunity Clearing Center (MetroList)
Boston City Hall
P.O. Box 5996
Boston, MA 02114-5996

Chava Hassan
Massachusetts Affordable Housing Alliance (MAHA)
1803 Dorchester Avenue
Dorchester, MA 02124

Community Teamwork, Inc.
167 Dutton Street
Lowell, MA 01852

Additionally, a mailing will be sent to local social service and public organizations. See attached list. Finally, listings on the local cable channel and town website will be pursued.

MCO Housing Services will post Blanchard Place lottery information and application on line at www.mcohousingervices.com. Although online applications are the preferred choice for application submission, application packets will also be available to applicants who do not have access to a computer and can be requested through MCO Housing Services by phone, email or may be picked up at the Acton Town Hall and Acton Public Library. MCO Housing Services can be reached at:

MCO Housing Services
P.O. Box 372
Harvard, MA 01451
(978) 456-8388
FAX: (978) 456-8986
lotteryinfo@mcohousingervices.com

A local Public Information Meeting will be scheduled where questions regarding program eligibility requirements, preferences for selections and the lottery process will be addressed.

Online applicants will receive their lottery code upon application submittal. A confirmation letter will be sent to each eligible applicant, who mailed in their application, stating which lottery pools they are eligible for and their lottery code after the application deadline. Lottery codes will be announced during the lottery drawing, to ensure applicants privacy.

Eligibility Requirements

Each lottery applicant must meet the following eligibility requirements:

1. Must be a first time homebuyer defined has not having owned residential property for three years. Exception for displaced homeowners.
2. Meet the maximum allowable income guidelines, adjusted for household size, as follows:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$46,300	\$52,950	\$59,550	\$66,150	\$71,450	\$76,750

(Note: This represents 80% of the annual household median income for the area and is subject to adjustments. This assumes a household size of 1-6 people. This income limit is subject to change based upon DHCD updating.)

3. All applicants’ allowable assets shall not exceed \$50,000. Liquid retirement assets are counted.
 1. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
 2. The value of Retirement and Pension Funds differ if you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement, termination of employment or withdrawal periodic receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.

Complete Income and Asset Guidelines will be provided upon request, if you have an opportunity to purchase or you can view online at www.mcohousingervices.com.

Additional guidelines;

4. Must meet one of the Local Preference Eligibility Criteria to be included in the local pool. (All applicants are included in the At-large pool.).
5. Units must be owner occupied and can not be rented or leased.

Mortgage Guidelines:

1. The loan must have a fixed interest rate through the full term of the mortgage.
2. The loan must have a current fair market interest rate. (No more than 2 percentage points above the current MassHousing Rate.)
3. The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer’s own funds.
4. The loan can have no more than 2 points.
5. The buyer may not pay more than 38% of their monthly income for housing costs.
6. No third party mortgages are allowed.

A mortgage pre-approval letter will be required to participate in this lottery. The pre-approval letter must be based on applicants’ credit score and current financial situation and MUST be from a bank and received with

their application before the application deadline. A pre-approval letter from a mortgage company or an online letter will NOT be accepted. A list of banks will be available at the Public Information Meeting and upon request.

Lottery Process and Preferences

MCO Housing Services will screen all applications. Eligible online applicants will receive a confirmation upon submission of complete application. Applicants who mail in their completed application with a mortgage pre-approval letter will receive a confirmation letter.

There are two pools for this lottery, Local and At-Large. The unit breakdown per pool is as follows:

Local Pool:	2 units (2 BED and 3 BED)
At-Large Pool:	1 unit (3 BED)

Preferences

Two of the three units have been set-aside for local residents. Each applicant must meet at least one of the following criteria to be in the local pool:

- Current Acton Resident
- Employed by the Town of Acton, the Acton Public Schools, the Acton-Boxborough Regional School District or the Acton Water District
- Parent, son, daughter or sibling of current Acton Resident
- Employee working in the Town of Acton

Proof of local preference will be required if they have an opportunity to purchase. Any question of local residency will be referred to the town and/or DHCD.

All applicants who have applied and meet the Lottery Eligibility Requirements, including those in the Local Pool, are included in the At-Large Lottery Pool.

Household Size

In all cases, preference for the two bedroom unit will be given to a households who requires two bedrooms. Second preference will be given to households who require one bedroom.

Preference for the three bedroom units will be for households that require three bedroom. Second preference is for households requiring two bedrooms and third preference to households requiring one bedroom.

Unit preferences are based on the following:

- a. There is a least one occupant and no more than two occupants per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c. A person described in (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and reliable medical documentation is provided substantiating the adverse impact.

Minority Representation

A preliminary lottery will be held if the percentage of minority applicants in the Local Preference Pool is less than 20.7%, as determined by recent Census data in the Boston area. This lottery will be comprised of all minority applicants who did not qualify for the local pool. Applicants will be ranked in order of the drawing. The Local Pool will be adjusted by adding the required number of applicants, in rank order, to achieve the appropriate minority representation in the Local Pool.

Minority households are identified in accordance with the regulatory classifications established by HUD.

Summary

We believe this outreach program will ensure that the Town of Acton and the surrounding communities will be notified of the available opportunities and the smooth and fair processing of all potential applicants. It is our intention to work with the Town of Acton to incorporate local requests and ideas.

Blanchard Place

*c/o MCO Housing Services
P.O. Box 372
Harvard, MA 01451
(978) 456-8388
www.mcohousingervices.com*

August 2007

Dear Friend:

Attached is the information regarding the affordable housing units at Blanchard Place in Acton, Massachusetts.

Blanchard Place is a town home project offering one 2 bedroom and two 3 bedroom affordable town homes for eligible first time homebuyers. The 12-unit development is located on Prospect Street in Acton. Each unit has two or three bedrooms, 2 ½ bathrooms and a one car garage.

The two bedroom affordable unit is priced at \$171,800 and the three bedroom units are priced at \$191,000. All affordable units will be sold by lottery as outlined in the attached package. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

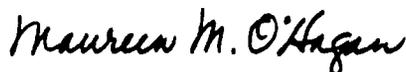
Please note: A mortgage pre-approval letter is required to participate in this initiative. The pre-approval letter must be based on your credit score and current financial situation and MUST be from a bank and received with your application before the application deadline. A pre-approval letter from a mortgage company or an online letter will NOT be accepted. A list of banks will be available at the Public Information Meeting and upon request.

A Public Information Meeting will be held to answer specific questions and provide an overview of the lottery process. The meeting is scheduled for 7:00 p.m., _____ at the Acton Town Hall. If you have questions and can attend this meeting please hold them until that time.

Applications can be submitted on line at www.mcohousingervices.com. The application deadline is midnight _____ . You must have registered on line or submitted an application postmarked on or before _____ to be in the lottery. The lottery is scheduled for 7:00 p.m., _____ at the Acton Town Hall. All units are available for immediate occupancy.

Thank you for your interest in affordable housing at **BLANCHARD PLACE**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingervices.com if you have any questions. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

Sincerely,



Maureen M. O'Hagan
MCO Housing Services for
Blanchard Place LLC

Blanchard Place

AFFORDABLE HOMES through LIP Question & Answer

The units will be sold in accordance with policies and guidelines established by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) and Local Initiative Program (LIP).

What are the qualifications required for Prospective Buyers?

- Qualify based on following maximum income table, which is adjusted for household size:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$46,300	\$52,950	\$59,550	\$66,150	\$71,450	\$76,750

LOTTERY APPLICANT QUALIFICATIONS:

- Household income can not exceed the above maximum allowable income limits.
- Household must be a first time homebuyer defined as not having owned a residential property for three years. Exception of displaced homeowners.
- All applicants' allowable assets shall not exceed \$50,000. Liquid retirement assets are counted.
 1. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
 2. The value of Retirement and Pension Funds differ if you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement, termination of employment or withdrawal periodic receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.

Complete Income and Asset Guidelines will be provided upon request, if you have an opportunity to purchase or you can view online at www.mcohosingservices.com.

Other program highlights for Lottery applicants:

- Units must be owner occupied. They cannot be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter, from a bank, is required to participate in this lottery.

Are there specific mortgage guidelines?

Yes, they are:

1. The loan must have a fixed interest rate through the full term of the mortgage.
2. The loan must have a current fair market interest rate. (No more the 2 percentage points above the current Masshousing Rate.)
3. The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer's own funds.
4. The loan can have no more than 2 points.
5. The buyer may not pay more than 38% of their monthly income for housing costs.

A mortgage pre-approval letter will be required to participate in this lottery. The pre-approval letter must be based on your credit score and current financial situation and **MUST** be from a bank and received with your application before the application deadline. A pre-approval letter from a mortgage company or an online letter will NOT be accepted. A list of banks will be available at the Public Information Meeting and upon request.

Are there preferences for local residents and those with families?

Yes. Preference will be given to local residents for 2 of the 3 affordable units. Proof of local residency will verified if you have the opportunity to purchase. You must meet at least one of the following to be eligible for the local pool:

- Current Acton Resident
- Parent, sibling or non dependent child of current Acton Resident
- Employed by the Town of Acton, the Acton Public Schools, the Acton-Boxborough Regional School District or the Acton Water District
- Employee working in the Town of Acton

Any questions regarding an applicant's local preference eligibility will be directed to the Town of Acton and/or DHCD for clarification.

In all cases, preference for the two bedroom unit will be given to a household who requires two bedrooms. Second preference will be given to households who require one bedroom.

Preference for the three bedroom units will be for households that require three bedrooms. Second preference is for households requiring two bedrooms and third preference to households requiring one bedroom.

Unit preferences are based on the following:

- a. There is a least one occupant and no more than two occupants per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c. A person described in (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and reliable medical documentation is provided substantiating the adverse impact.

Is there preference for minorities?

If the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the surrounding HUD-defined area, currently 20.7%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. These minority applicants would be drawn until their percentage in the local pool closely approximates the percentage in the Boston area population. Applicants not selected for the local pool would be in the at-large pool only.

Are there any restrictions?

YES. Deed restrictions are used to protect the affordability of the units for future buyers. The deed restrictions encumber the property in perpetuity, with certain exceptions. If you choose to sell your unit, there is a limit on the resale price. The maximum resale price is determined using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, the initial 2 bedroom affordable unit price is \$171,800 and the current area median income is \$82,400, the Resale Price Multiplier would be $\$171,800/\$82,400 = 2.08$.

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price.

A resale fee up to 2% of the resale price may be added onto the resale price to be paid by the buyer to the Monitoring Agent.

Is there assistance available for down payment and closing costs?

Yes, there are programs available and the information will be provided to the applicants who have an opportunity to purchase a unit.

How much money do I need to make to afford a unit?

The minimum income required to purchase is based solely upon an applicant’s ability to secure a mortgage. Attached is an “Affordability Analysis” based upon current interest rates and anticipated real estate taxes and related housing expenses.

Lottery Process

Due to the nature of the affordable homes availability it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.

Lottery Pools

One 2 bedroom and two 3 bedroom units are available by lottery at Blanchard Place. The lottery has two pools – Local and At-Large. The units and pools breakdown as follows:

<u>Pool</u>	<u>Qualifications</u>	<u># of Units*</u>
Local Pool	Must meet at least one of the Local Preference Criteria as listed on the application.	2 (2 BED & 3 BED)
At-Large Pool	All applicants – including local pool	1 (3 BED)

Local applicants would have two opportunities to purchase a unit by being in both the Local and At-Large Pools.

In all cases, preference for the two bedroom unit will be given to households who require two bedrooms. Second preference will be given to households who require one bedroom.

Preference for the three bedroom units will be for households that require three bedrooms. Second preference is for households requiring two bedrooms and third preference to households requiring one bedroom.

Unit preferences are based on the following:

- a. There is a least one occupant and no more than two occupants per bedroom.

b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.

c. A person described in (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and reliable medical documentation is provided substantiating the adverse impact.

All of the applicants for a given pool will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. This means if you are a two person household and by the above definition (b) require a one bedroom unit and are drawn first in the lottery, we will move to the first applicant on the list that meet the unit preference for the two bedroom units. If we have gone through the list and have units remaining we will begin working from the top of the list and you may likely have an opportunity to purchase.

Time Frames

Blanchard Place is currently under construction and all units will be available for immediate occupancy.

If you are selected and have the opportunity to purchase a unit you will speak or meet with a representative to review your application to verify all information. Applicants selected for units will need to start working with their bank immediately to secure the necessary mortgage. Please be advised that the official income verification will be done at the time you have an opportunity to purchase a unit. Meaning, if one year after the initial lottery you have the opportunity to purchase a unit and you are over income at that time, you may not be able to purchase.

If you have an opportunity to purchase a 1.5% deposit (\$2,577/2 BED and \$2,865/3 BED) will be required upon unit confirmation. This deposit is fully refundable if you do not purchase a unit, prior to the signing of the Purchase and Sale Agreement.

Acceptance of Units

It is important for all applicants to understand that specific units are attached to specific lottery rankings based upon the projected availability of the completed unit. Applicants will not have a choice of unit locations, style or schedules. You will not be able "pass" on a unit and wait for another unit. If you choose not to take the designated unit, you will go to the bottom of the list and will NOT have another opportunity.

Summary

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.

Blanchard Place

Acton, Massachusetts

AFFORDABILITY ANALYSIS (FOR ILLUSTRATION PURPOSES ONLY)

One Bedroom Two Bedroom

	One Bedroom	Two Bedroom
Home Price	\$ 171,800.00	\$ 191,000.00
<i>Interest Rate</i>	6.94%	6.94%
<i>Down Payment (%)</i>	5.00%	5.00%
Down Payment (\$)	\$ 8,590.00	\$ 9,550.00
Mortgage Amount	\$ 163,210.00	\$ 181,450.00
Monthly Expenses		
<i>Principal & Interest</i>	\$ 1,079.27	\$ 1,199.89
<i>Real Estate Taxes</i>	209.31	232.70
<i>Private Mortgage Insurance*</i>	105.41	117.19
<i>Estimated Association Fee</i>	100.00	110.00
<i>Hazard Insurance</i>	57.27	63.67
TOTAL Monthly Expenses	\$ 1,551.25	\$ 1,723.44

NOTES:

ALL Values are estimates and are subject to change.

Acton Residential Tax Rate = \$14.62 per thousand

* A 20% Down Payment will eliminate Private Mortgage Insurance

Pricing based upon a 6.94% interest rate and traditional bank underwriting practices.

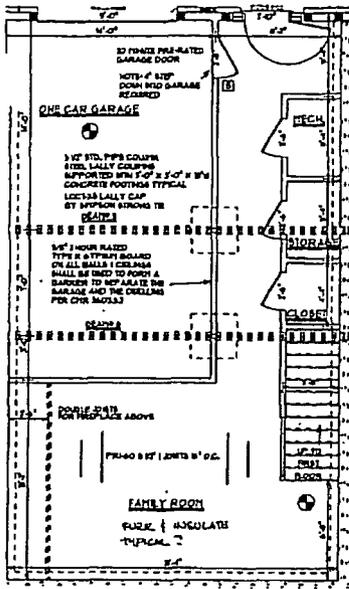
FRONT ELEVATION

There are 3 different building designs. This design is for Unit #9, a three bedroom unit.

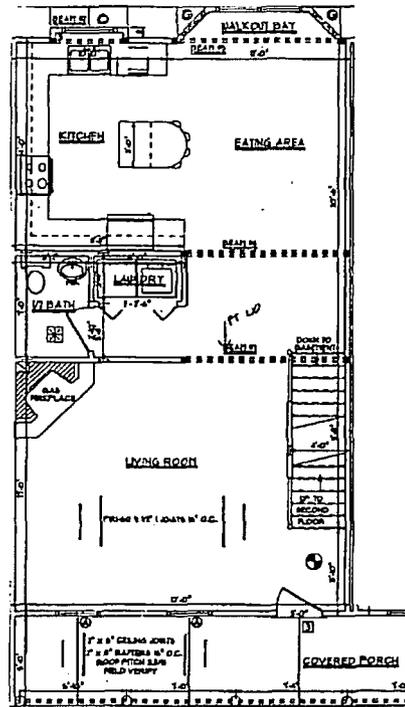


UNIT 3

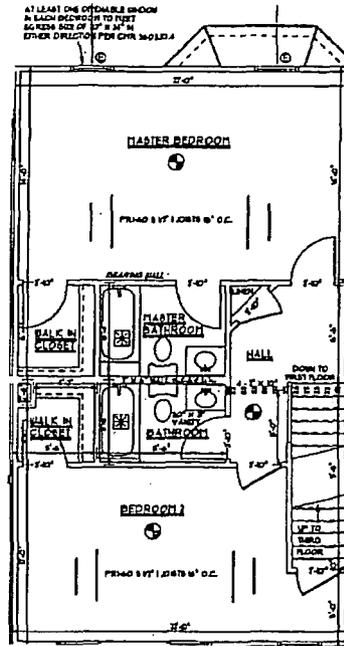
+/- 1,672 square feet



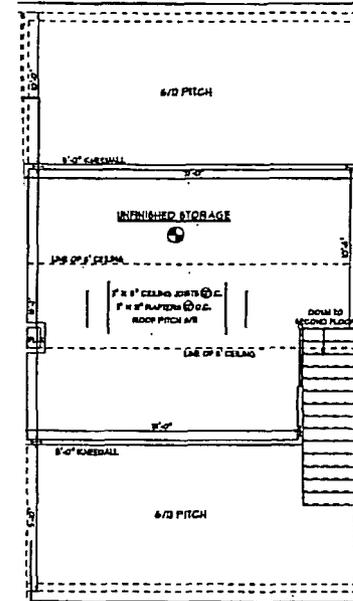
Basement Level



1st Floor

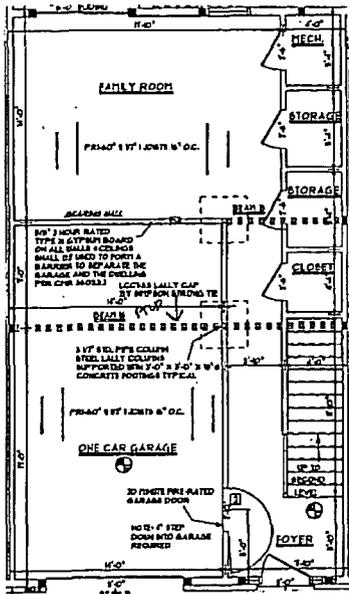


2nd Floor

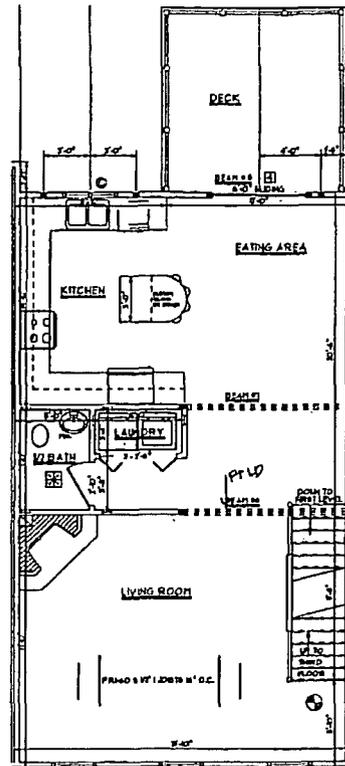


3rd Floor

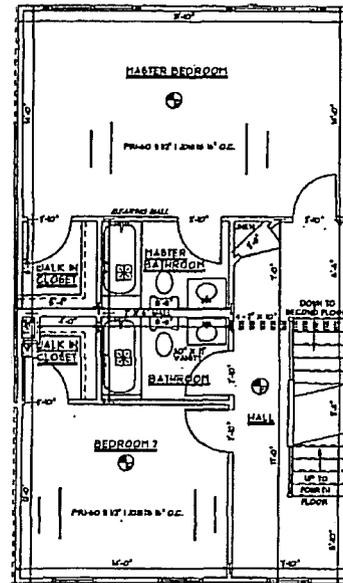
UNIT 6
+/- 2,607 square feet



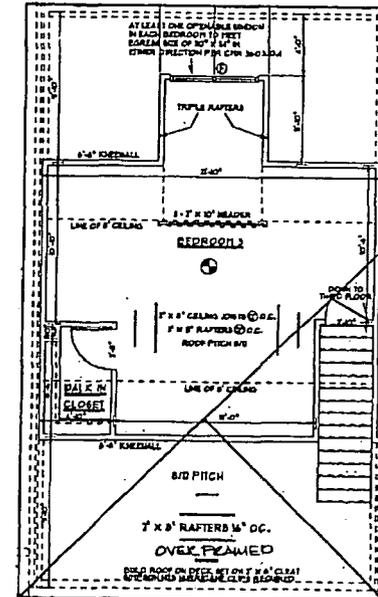
Entry Level



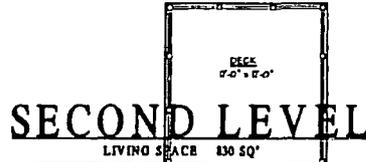
2nd Level



3rd Level



4th Level



UNIT 9
2,610 Square Feet

Blanchard Place

LOTTERY APPLICATION

For Office Use Only:

Date Appl. Rcvd: _____

LOCAL Pool: Y / N

Household Size: _____

Lottery Code: _____

Application Deadline:

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____ Cell: _____

Email: _____ Have you ever owned a home? ___ If so, when did you sell it? ___

Do you meet any of the Local Preference Eligibility Criteria established by the Town of Acton? _____ Please check the appropriate category below*:

- | | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Current Acton Resident | <input type="checkbox"/> Employed by the Town of Acton, the Acton Public Schools, the Acton-Boxborough Regional School District or the Acton Water District |
| <input type="checkbox"/> Parent, son, daughter or sibling of current Acton Resident | |
| <input type="checkbox"/> Employee working in the Town of Acton | |

Proof of local residency will be verified if you have the opportunity to purchase.

FINANCIAL WORKSHEET: (Include all Household Income, which includes gross wages, retirement income (if drawing on it for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.)

Borrowers Monthly Base Income (Gross)	_____
Other Income, specify _____	_____
Co-Borrowers Monthly Base Income (Gross)	_____
Other Income, specify _____	_____

TOTAL MONTHLY INCOME: _____ (A)

Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Checking (avg balance for 6 months)	_____
Savings	_____
Stocks, Bonds, Treasury Bills, CD or Money Market Accounts and Mutual Funds	_____
Individual Retirement, 401K and Keogh accounts	_____
Retirement or Pension Funds (amt you can w/d w/o penalty)	_____
Revocable trusts	_____
Equity in rental property or other capital investments	_____
Cash value of whole life or universal life insurance policies	_____
Downpayment Gift	_____

TOTAL ASSETS _____ (C)

(Please complete reverse side)

EMPLOYMENT STATUS: (include for all working household members. Attach separate sheet, if necessary.)

Employer: _____
Street Address: _____
City/State/Zip: _____
Date of Hire (Approximate): _____
Annual Wage - Base: _____
Additional: _____ (Bonus, Commission, Overtime, etc.)

ABOUT YOUR HOUSEHOLD: (OPTIONAL)

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the condominium. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Non-Minority	_____	_____	_____
African American	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Asian or Pacific Islander	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Cape Verdean	_____	_____	_____

The total household size is _____ (This is very important to determine the maximum allowable income for your household.)

Household Composition (including applicant(s))	Name _____	Relationship _____	Age _____
	Name _____	Relationship _____	Age _____
	Name _____	Relationship _____	Age _____
	Name _____	Relationship _____	Age _____

ADDITIONAL INFORMATION:

The MAXIMUM allowable annual income is as follows:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$46,300	\$52,950	\$59,550	\$66,150	\$71,450	\$76,750

These income limits are FIRM and cannot be adjusted. Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all downpayments and closing costs associated with the purchase of a home. A copy of the deed rider can be found at www.mcohousingervices.com or you can email lotteryinfo@mcohousingervices.com for a copy.

SIGNATURES:

The undersign warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to purchase an affordable condominium at Blanchard Place. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application.

Signature _____ Date: _____
Applicant(s)

Signature _____ Date: _____
Co-Applicant(s)

Based upon the preliminary information provided, it is my judgment that the applicant should be allowed to participate in the lottery for affordable units at Blanchard Place. If selected all information provided shall be verified for accuracy at the time of bank application.

Signature _____ Date: _____
Certifying Agent (MCO Housing Services)

**Return with signed Affidavit & Disclosure Form and a Mortgage Pre-approval to:
MCO Housing Services, P.O. Box 372, Harvard, MA 01451**

Blanchard Place

Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable condominiums at Blanchard Place through the Local Initiative Program (LIP) in Acton, MA:

1. The annual household income for my family does not exceed the allowable limits as follows:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$46,300	\$52,950	\$59,550	\$66,150	\$71,450	\$76,750

Income from all family members must be included.

2. I/We certify that my/our total assets do not exceed the \$50,000 asset limit and our liquid retirement assets will be included.
3. The household size listed on the application form includes only and all the people that will be living in the residence.
4. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that perjury will result in disqualification from further consideration.
5. I/We understand that by being selected in the lottery does not guarantee that I/we will be able to purchase a unit. I/We understand that all application data will be verified and additional financial information will be required, verified and reviewed in detail prior to purchasing a unit.
6. I/We understand that it is my/our obligation to secure a mortgage for the unit purchase through a bank, if a mortgage is necessary. I/We understand a mortgage pre-approval is required to participate in the lottery. All expenses, including closing costs and down payments, are my responsibility. We also understand a deed rider is attached to the unit which restricts the resale price.
7. I/We further authorize MCO Housing Services to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services and consequently the project's monitoring agency, for the purpose of determining income eligibility for Blanchard Place.
8. I/We understand that if selected I/we will be offered a specific unit. I/We will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable unit at Blanchard Place.
9. Program requirements are established by DHCD and ACHC (Acton Community Housing Corp.) and are enforced by DHCD. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by DHCD is final.
10. I/We certify that no member of our family has a financial interest in Blanchard Place.
11. I/We understand there may be differences between the market and affordable units and accept those differences.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available condominiums at Blanchard Place. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date

Return with completed application and Mortgage Pre-approval to:

MCO Housing Services
P.O. Box 372
Harvard, MA 01451

Acton Community Housing Corporation
Nancy Tavernier, Chairman
TOWN OF ACTON
Acton Town Hall
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 263-9611
achc@acton-ma.gov

June 8, 2009

Scott Mutch
Planning Department
Acton Town Hall
Acton, MA

Dear Scott,

I have received a request from the Blanchard Place developer to answer some specific concerns you have about the Affordability Requirements, section G, in the ZBA decision adopted on August 31, 2006. On March 12, 2007, the Board of Selectmen voted to approve the Blanchard Place regulatory agreement and deed rider and also voted to designate the ACHC as the Monitoring Agent for the affordability oversight and future resales for Blanchard Place.

Blanchard Place is an affordable housing development that was constructed within the Kelley's Corner growth area, a preferred growth area as spelled out in the Comprehensive Permit Policy approved by the Planning Board and Board of Selectmen in April 2006. That was the very time this proposal was being heard by the ZBA and the Comprehensive Permit policy acted as a blue print for this development in terms of density and design. One of the incentives we put forth for encouraging developers to work in cooperation with the town was a reasonable degree of streamlining for project approval and permitting.

I am concerned that these specific questions are coming up at this point, nearly a full year after occupancy of the three affordable units by first time homebuyers. I hope my responses will help speed up the issuance of final approvals for this development. One of ACHC's major concerns is the viability of any project we oversee. Insuring that all units are sold and the condo association will then be operating with a maximum of owners, is an important goal. If you have any specific questions in regard to the affordable units, the lottery, the first time homeowners or any aspect that we can help you better understand, I hope you will contact me at once. I know there are files full of this information at town hall. Here are my responses to these sections of the decision:

G.4 Phasing-in of Affordable Units: Affordable Units shall be sold contemporaneous with the market-rate units in the Project. No more than three certificates of occupancy shall be issued by the Building Commissioner for units designated for sale at fair market prices (the "Market Rate Units") until at least one certificate of occupancy is issued for an Affordable Unit. The proportion of Market Rate Unit certificates of occupancy issued to Affordable Unit certificates of occupancy issued shall at no time exceed 3:1.

The Lottery for all three affordable units was held on March 26, 2008 after a marketing program that lasted for 2 months. It makes economic sense for all affordable units to be sold at the same time since a lottery is only good for two years on a specific project and would have to be repeated again if the affordable units were not conveyed before the two year period passed. A lottery consultant was hired to market the three units, eligible buyers were qualified in May 2008 and the first time home buyers purchased their units on 6/19/08, 6/26/08, and 7/19/08. Prior to the first affordable sale, there was one market sale. All other market sales have occurred after the occupancy of the three affordable units. **The Phasing-in concern is therefore moot.**

G.5 Perpetual Affordability Restriction: Prior to the issuance of any building permits, a Regulatory Agreement, in a form acceptable to the DHCD shall be executed and recorded. The Regulatory Agreement shall provide, among other things, that (a) sale and resale of 25% of the units in the Project shall be subject to a Deed Rider, in a form acceptable to the DHCD, and (b) the Project Owner's profit shall be limited to 20% of the total development cost of the Project as defined by the Regulatory Agreement and applicable regulations. The Applicant shall support the Town's efforts to obtain DHCD approval of the Regulatory Agreement in the form marked as public hearing Exhibit 81.

The Deed Rider attached to the Regulatory Agreement as Exhibit C and marked as public hearing Exhibit 81a shall be attached to and recorded with the Deed for each and every Affordable Unit in the Project at the time of each sale and resale, and the Deed Rider shall restrict each such affordable unit pursuant to this Decision in perpetuity in accordance with the requirements of MGL Chapter 184, §§31-33 .

As stated above, on March 12, 2007, the Board of Selectmen voted to approve the Blanchard Place regulatory agreement and deed rider insuring affordability into perpetuity. This agreement signed by the Board of Selectmen, DHCD and the developer was recorded soon after at the Registry of Deeds. Every affordable unit that was sold thereafter also has a DHCD approved deed rider attached and they too have been duly recorded. This concern is also moot.

G.8 The Market Rate Units and the Affordable Units shall be indistinguishable from the exterior. To satisfy the requirement that the Affordable Units shall be evenly distributed throughout the Project, the Affordable Units shall be those units designated as units 3, 6, and 9 on the Approved Plans In addition, all Affordable Units must contain complete living facilities including but not limited to a stove, kitchen cabinets, plumbing fixtures, washer/dryer hookup, operational HVAC, and other amenities all as more fully shown on the final Approved Plans.

There are two buildings of four units each, each building is a different style from Farmhouse to Cape to Townhouse. There is one affordable unit in each building. If you look at the architectural plans for the exteriors of each building or if you drive to the property itself, you will be assured that the market rate and affordable units are indistinguishable from each other on the exterior. This concern is also moot.

Sincerely,



Nancy E. Tavernier, Chair