

Local Initiative Program



Application for Comprehensive Permit Projects

9-26-05



Department of Housing & Community Development
One Congress Street, 10th Floor ~ Boston, MA 02114 ~ 617-727-7765

INSTRUCTIONS

Please submit three copies of the application plus two copies of all drawings. The submittal must include a check for the processing fee, payable to DHCD, for \$1500 per project plus \$20 per unit.

Mail to: _____ Email to: _____
Department of Housing & Community Development marilyn.contreas@state.ma.us
Division of Housing Development
100 Cambridge Street Suite 300
Boston, MA 02114

To fill out the application electronically, use the document entitled "LIP E-App". Just position your cursor on a line and type. Use the tab key to move between questions. *Note that for email submissions, all attachments plus payment must be sent separately by regular mail.*

Most questions are self-explanatory. If you need assistance, please contact Marilyn Contreas at 617-727-7001 x 408.

For question 12 on page 5, please provide the general designation of zoning (e.g. residential, business, mixed-use). Do not provide only the specific municipal category (e.g. R-1).

For question 4 on page 6, "affordable units" must be at least 25% of the total and must be affordable to households with incomes at or below 80% of area median. Refer to the Guidelines for more information. "Other units" are those that are made available under special financing or special agreement (e.g. with Section 8 vouchers or through MassHousing programs).

For rental projects, you must use the One Stop Application, available online at www.onestopapp.com, instead of Unit Composition (page 8) and Ownership Pro Forma (page 11). Contact DHCD for assistance.

Notes on required attachments (see Checklist, page 17): The letter of interest from a construction lender should be pertinent to the proposed project. The map of the community highlighting the site can be any type of map showing at least major roads. The rationale for the affordable prices should explain your assumptions and what factors were considered.

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17. Required Signatures:

 9/26/05
Chief Elected Official of Municipality Date

Nancy E. Tavernier Chair ACHC
Chairman, Local Housing Partnership Date 9/26/05
(if applicable)

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 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 **978-264-9630**

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.

See attached

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.

See attached

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,

Zoning requires attached dwelling units we are seeking two detached dwelling units. One single family and one duplex style home. _____

- Local funds (cash)

CPA Funds and Affordable Housing gift funds _____

- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify)

The Board of Selectmen has authorized ACHC to apply to the Department of Housing and Community Development ("DHCD") for any necessary approval and site eligibility determination under the Local Initiative Program, 760 CMR 45.00, for the Project; and has authorized ACHC to apply to the Acton Board of Appeals for a Comprehensive Permit under M.G.L. c. 40B for the Project. See attached signed motion from Acton Board of Selectmen, July 18, 2005.

Briefly explain the contributions:

The Board of Health staff provided technical assistance on the wastewater disposal design; Planning Department staff provided design review, procurement act compliance, financial accounting services; Town Counsel provided legal review of proposal and determination of process for granting site control to ACHC; Town Manager negotiated contract for the property appraisal; Highway Department provided backhoe to dig test holes for perc testing. Town Meeting Voters have approved up to \$150,000 in CPA funds to be used for the development of the affordable units. Gift Funds specifically designated for the development of additional affordable housing units are also available.

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).

The Acton Master Plan (1990, 1998) organizes the Town into village centers and other growth areas and provides density incentives for affordable housing in these areas. The Master Plan also supports these Strategies for Promoting Affordable Housing that would be met with this proposal:

1. Strategy H2: Seek opportunities to acquire buildable town-owned properties that might be suitable for donations toward the development of affordable housing

2. Strategy H4: Direct the focus of affordable housing initiatives to provide housing for the elderly, young families, and low and moderate income residents in our community.

Acton's Community Development Plan entitled "To Live in Acton" identified these relevant specific housing needs in 2004 through a needs assessment process and are listed in order of priority:

- 1. Affordable rental units for very-low and low-income families;***
- 2. Affordable homeownership units for moderate-income families;***
- 3. Affordable homeownership units in a range of residential use types and sizes for moderate and middle-income seniors.***
- 4. Home ownership units at below-market prices.***

Acton's Affordable Housing Plan, submitted for certification under the DHCDS's Planned Production Regulations, 760 CMR 31.04(1) defines specific affordable housing production goals, analyzing the capacity of municipal

infrastructure and services to accommodate increased affordable housing production, and identifying specific geographic areas for future affordable housing growth. The Town of Acton seeks to achieve at least an annual 0.75% increase in its Chapter 40B subsidized housing inventory. This proposal is consistent with the Affordable Housing Plan in the following ways:

- ***It is located in a high density housing area (West Acton Village) that is consistent with Acton's established land use policies***
- ***It meets identified Acton housing needs***
- ***It meets the goal of identifying town-owned parcels for possible redevelopment as affordable housing***
- ***It includes the plan to pursue Community Development Block Grant funding for the creation of more affordable housing units***

The Commonwealth of Massachusetts has created a set of Sustainable Development Principles (9/12/2005), many will be met by this proposal:

- ***Redevelop First***
- ***Concentrate Development***
- ***Restore and Enhance the Environment.***
- ***Be Fair***
- ***Conserve Resources***
- ***Expand Housing Opportunities***
- ***Provide Transportation Choice***

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 site is flat with few significant trees and no wetlands. An existing, dilapidated building will be removed.

2. Describe the current and prior uses of the site. If there are any existing buildings, explain what will be done with them.

The subject site consists of two adjoining parcels of land in a residential neighborhood in West Acton. 28 Willow Street is 8,091 square feet and contains an approximate 2,000 square foot office and garage building and the 214 Central Street parcel is 7,708 square feet. The office/garage building is in serious disrepair. It is a safety hazard as well as an eyesore and will be razed. The office was formerly a septic system installation and repair company. It closed sometime around 1995. Town of Acton took the site for unpaid taxes in 1998.

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

<u>Acreage on site</u>	<u>.36</u>
<u>Total buildable acreage</u>	<u>.36</u>

6. Site Control

Developer owns the site.
See the attached copy of the Selectmen's Motion of 7/18/05.

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.**

See attached Appraisal Report of Avery Associates valuing the property under by-right zoning at \$220,000.

8. Available Utilities & Infrastructure

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

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.

It is located within 1.3 miles from the MBTA South Acton Commuter Rail stop which is on the Fitchburg to North Station line.

10. Describe any known or suspected hazardous waste sites on or within a 1/2 mile radius of the project site.

The Town of Acton has done significant environmental remediation work on these parcels. The site has been cleaned and prepared for residential re-use

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

Yes No

See attached IDC dated 6/14/2002 from Acton Health Director

12. Current Zoning

<u>Zoning classification</u>	<u><i>Village Residential</i></u>
<u>Usage allowed</u>	<u><i>single family, single family with apartment, duplex, several small business uses if owner lives on site and less than 500 sq ft.</i></u>
<u>Units per acre allowed</u>	<u><i>Two per 15,000 sq ft.</i></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 allows up to 4 attached dwelling units we are seeking two detached structures containing a total of 3 units.

Surrounding Neighborhood & Community

1. Describe the land uses in the surrounding neighborhood.

A mix of single family and multifamily homes as well as some small-scale commercial uses.

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

Village Residential

3. Describe nearby amenities and services such as shopping or recreation.

Walking distance to elementary school and preschool, conservation trails, playground, post office, churches, library, community theater, and several businesses (e.g. auto repair shop, gas station, travel agency, convenience store, drug store, two pizzerias, deli, coffee shop, bank, dental office, professional offices, beauty salons/spas, movie rental store).

4. Is the site close to other affordable housing units? If so, provide the distance.

Yes within 1 mile of 68 units of Acton Housing Authority senior housing as well as three single family homes approved by DHCD as LIP "Units Only."

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

It is an excellent example of Smart Growth:

- 1. Reuse of previously developed site;***
- 2. Infill in a village district;***
- 3. Within walking distance of many services and shops;***
- 4. Concentration of three units on the site;***
- 5. Access to some public utilities.***
- 6. This was a 21E site that needed remedial abatement.***
- 7. It is approximately 1.3 miles from the South Acton Commuter rail station.***

The Project

1. Type of Project Total number of units

Fee simple _____
 Condo **3** _____
 Rental _____
 Other _____

2. Project Style Total number of units

Detached single-family **1** _____
 Rowhouse/townhouse _____
 Duplex **2** _____
 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, one will be a duplex _____

4. Unit Mix Number Percentage of Total

<u>Affordable (see Instructions)</u>	2	67%
<u>Market Rate</u>	1 (130% AMI)	33%

<u>Handicapped Accessible</u>		
<u>Other (see Instructions)</u>		
<u>Total Units</u>	3	100%

5. Will the project meet Energy Star Standards? If so, describe.

Yes – windows and appliances. _____

6. Estimate the percentage of the site used for:

<u>Buildings</u>	13%	<u>Parking & Paved Areas</u>	10%
<u>Usable Open Space</u>	77%	<u>Unusable Open Space</u>	0%

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.

	Phase 1	Phase 2	Phase 3	Total by type
Number of affordable units	<u>2</u>			
Number of market units	<u>1 (130% AMI)</u>			
Total by phase	<u>3</u>			

Please complete the following chart with the appropriate projected dates:

All permits granted	<u>4/1/06</u>
Construction start	<u>7/1/06</u>
Marketing start - affordable units	<u>7/1/06</u>
Marketing start - market units	<u>7/1/06</u>
Construction completed Phase 1	<u>11/1/06</u>
Initial occupancy	<u>12/1/06</u>

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

CPA (\$125,823 currently available, additional funds may be requested), HDSP Grant (\$275,000 application to be submitted to DHCD), \$25,000 grant received from Priority Development Fund (DHCD/MassHousing) for architect/septic design/consulting services, \$145,000 from Acton's affordable housing gift funds.

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.

<u>Type of Unit</u>	<u># of Units</u>	<u># of Bed-rooms</u>	<u># of Baths</u>	<u>Gross Sq. Ft.</u>	<u># Parking Spaces</u>	<u>Sales Price</u>	<u>Condo Fee</u>	<u>Handicapped Accessible?</u>
Affordable	1	3	1.5	1526	2	\$176,900		No
	1	2	1.5	1212	2	\$157,900		No
Market (130% AMI)	1	3	1.5	1320	2	\$330,000		No
<u>Other</u>								

*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 ½" 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

	# Mkt	# Affordable		# Mkt	# Affordable
Foundations	Units	Units	Attic	Units	Units
Slab on Grade			Unfinished		
Crawl Space			Finished		
Full Basement	1*	2*	Other	1	2

** Back ten feet of basements will be a crawl space*

	# Mkt	# Affordable		# Mkt	# Affordable
Exterior Finish	Units	Units	Parking	Units	Units
Wood			Outdoor	2	4
Vinyl	1	2	Covered		
Brick			Garage		
Fiber Cement			Bicycle		
Other					

Heating System

Fuel: Oil Gas **3** Electric Other

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

Energy Efficient Materials

Describe any energy efficient or sustainable materials used in construction:

High efficiency gas fired air system for heat and cooling; Trek decking; insulating glass; Energy Star appliances

Non-Residential Space

Describe any non-residential construction on the site, e.g. office space, clubhouse, commercial space, etc. **None**

Modular Construction

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

Project Feasibility ~ Ownership Projects

1. Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$202,548	\$67,516	\$49.91	16.52%
Hard Costs:				
Earth Work	\$50,000	\$16,667	\$12.32	4.08%
Site Utilities	\$93,250	\$31,083	\$22.98	7.61%
Roads & Walks	\$20,000	\$6,667	\$4.93	1.63%
Site Improvement	\$	\$	\$	
Lawns & Planting	\$25,000	\$8,333	\$6.16	2.04%
Demolition	\$20,000	\$6,667	\$4.93	1.63%
Unusual Site Cond.	\$	\$	\$	
(b) Total Site Work	\$208,250	\$69,417	\$51.32	16.99%
Concrete	\$36,000	\$12,000	\$8.87	2.94%
Masonry	\$	\$	\$	
Metals	\$3,500	\$1,167	\$0.86	.29%
Carpentry	\$248,000	\$82,667	\$61.11	20.23%
Roofing & Insulation	\$39,000	\$13,000	\$9.61	3.18%
Doors & Windows	\$35,000	\$11,667	\$8.62	2.86%
Interior Finishes	\$30,000	\$10,000	\$7.39	2.45%
Cabinets & Appliances	\$33,000	\$11,000	\$8.13	2.69%
Plumbing & HVAC	\$55,000	\$18,500	\$13.68	4.53%
Electrical	\$18,000	\$6,000	\$4.44	1.47%
(c) Total Construction	\$498,000	\$166,000	\$122.72	40.63%
(d) General Conditions	\$	\$	\$	
(e) Subtotal Hard Costs (a+b+c+d)	\$908,798	\$302,933	\$223.95	74.14%
(f) Contingency	\$70,625	\$23,542	\$17.40	5.76%
(g) Total Hard Costs (e+f)	\$979,423	\$326,474	\$241.36	79.90%
Soft Costs:				
Permits/Surveys	\$4000	\$1,333	\$0.99	.33%
Architectural	\$25,000	\$8,333	\$6.16	2.04%
Engineering	\$5,000	\$1,667	\$1.23	.41%
Legal	\$15,000	\$5,000	\$3.70	1.22%
Bond Premium	\$	\$	\$	
Real Estate Taxes	\$5,000	\$1,667	\$1.23	.41%
Insurance	\$15,000	\$5,000	\$3.70	1.22%
Security	\$	\$	\$	
Developer's Overhead	\$30,000	\$10,000	\$7.39	2.49%
General Contractor's Overhead	\$58,000	\$19,333	\$14.29	4.73%
Construction Manager	\$40,000	\$13,333	\$9.86	3.26%
Property Manager	\$	\$	\$	
Construction Interest	\$	\$	\$	
Financing/Application Fees	\$2,000	\$667	\$0.49	.16%
Utilities	\$2,000	\$667	\$0.49	.16%

Maintenance (unsold units)	\$5,000	\$1,667	\$1.23	.41%
Accounting	\$10,000	\$3,333	\$2.46	.82%
Marketing	\$8,000	\$2,667	\$1.97	.65%
(h) Subtotal Soft Costs	\$224,000	\$74,667	\$55.20	18.27%
(i) Contingency	\$22,400	\$7,467	\$5.52	1.83%
(j) Total Soft Costs (h+i)	\$246,400	\$82,133	\$60.72	20.10%
(k) Total Development Costs (g+j)	\$1,225,823	\$408,608	\$302.08	100%

2. Profit Analysis (should conform to the pro forma)

Sources:

Affordable projected sales	\$334,800
Market sales	\$330,000
Public grants	\$561,023
(A) Total Sources	\$1,225,823

Uses:

Construction Contract Amount	\$TBD
(B) Total Development Costs	\$1,225,823

Profit:

(C) Total Profit (A-B)	\$0
(D) Percentage Profit (C/B)	\$0

3. Cost Analysis (should conform to the pro forma)

Total Gross Building Square Footage	4,058
Residential Construction Cost per Sq. Ft.	\$122.72
Total Hard Costs per Sq. Ft.	\$241.36
Total Development Costs per Sq. Ft.	\$302.08
Sales per Sq. Ft.	\$163.82
<i>(do not include proceeds from public grants)</i>	

The Development Team ~ Contact Information and Experience

1. Developer

Name **Acton Community Housing Corporation, Nancy Tavernier, Chairman**

Address **472 Main Street, Acton MA 01720**

Phone **978-263-9611** Fax **978-264-9630**

Email **achc@acton-ma.gov** Tax ID # **EIN 20-0341286**

2. Contractor/Builder

Name **TBD**

Address _____

Phone _____ Fax _____

Email _____ Tax ID # _____

3. Architect/Engineer LEED certified?

Name **Terrence G. Heinlein**

Address **1 Aberdeen Road, Weston, MA 02493**

Phone **781-894-2380** Fax **781-899-7965**

Email **tgheinlein.com** Tax ID # _____

4. Attorney

Name **Stephen D. Anderson, ANDERSON & KREIGER LLP**

Address **43 Thorndike Street, Cambridge MA 02141-1764**

Phone: **617-252-6575** Fax: **617-252-6899**

Email **sanderson@andersonkreiger.com** Tax ID # _____

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

Name **Acton Community Housing Corporation, Nancy Tavernier, Chairman**

Address **472 Main Street, Acton MA 01720**

Phone **978-263-9611** Fax **978-264-9630**

Email **achc@acton-ma.gov** Tax ID # **EIN 20-034128**

6. Consultant

Name **TBD**

Address _____

Phone _____ Fax _____

Email _____ Tax ID # _____

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.

DEVELOPER'S EXPERIENCE

<u>Project Name</u>	<u>Location</u>	<u>Number of Units</u>	<u>Subsidy Program</u>	<u>Type of Construction</u>	<u>Sales or Rental</u>	<u>Total Development Cost</u>	<u>Date of Completion</u>	<u>Reference: Name & Phone</u>
<i>TBD</i>								

CONTRACTOR'S EXPERIENCE

<u>Project Name</u>	<u>Location</u>	<u>Number of Units</u>	<u>Subsidy Program</u>	<u>Type of Construction</u>	<u>Sales or Rental</u>	<u>Total Development Cost</u>	<u>Date of Completion</u>	<u>Reference: Name & Phone</u>
<u>TBD</u>								

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.

See attached

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:

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

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

See attached

Checklist of Attachments

- x Letter of support signed by Chief Elected Official of municipality
- x Letter of support from local housing partnership (if applicable)
- x Signed letter of interest from a construction lender (see Instructions)
- x Map of community showing location of site (see Instructions)
- x Directions to site from I93 or I90 in Boston or from nearest train station if appropriate (please do not use MapQuest or MapBlast)
- x Check payable to DHCD
- x Rationale for calculation of affordable purchase prices or rents (see Instructions)
- x Copy of site control documentation (deed or Purchase & Sale or option agreement) ***Board of Selectmen vote granting site control***
- x Last arms length transaction or current appraisal under by-right zoning
- x 21E summary (if applicable) ***IDC from Acton Health Director***
- x Photograph of existing building(s) and/or site
- x Site Plan showing location of affordable units
- x Sample floor plans and/or sample elevations
- x Marketing plan including plan for outreach to minorities
- x Lottery plan



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9612
Fax (978) 264-9630
E-Mail BOS@town.acton.ma.us

Peter K. Ashton, Chairman
Board of Selectmen

September 26, 2005

Marilyn Contreas
Department of Housing & Community Development
Division of Housing Development
100 Cambridge Street Suite 300
Boston, MA 02114

Dear Ms Contreas:

The Acton Board of Selectmen supports the application from the Acton Community Housing Corporation (ACHC) for a proposed three unit affordable housing development on Town-owned land in the West Acton Village area.

Created by special Home Rule legislation and subject to the supervision of the Acton Board of Selectmen (see Chapter 143 of the Acts of 1996, § 1), ACHC is responsible for developing affordable housing strategies and implementing affordable housing programs. The Town's charge to ACHC is to "provide affordable housing opportunities for working families with incomes at less than 80% of the Area Median Income."

In 2003, the Board of Selectmen encouraged ACHC to assemble a proposal for the reuse of the Willow/Central parcel.

The subject property consists of two adjoining parcels of land in a residential neighborhood in West Acton. The two parcels combined are 15,799 square feet. The current zoning is Village Residential (VR), which would allow by special permit up to 4 attached multifamily units. These parcels were taken by the Town of Acton for unpaid back taxes in the 1998. See Land Court Case Case Nos. 112320 T.L. and 112319 T.L. (Judgments dated May 4, 1998). The property was most recently used as a septic system installation and repair company, until approximately 1995. The Town of Acton has spent over \$70,000 for significant environmental remediation work through the 21E process to clean up a petroleum contamination problem. The site has been cleaned up under the supervision of a licensed site professional and approved for residential re-use. Because ACHC proposes to have 2 unattached buildings, not attached dwellings, the development will require a comprehensive permit as opposed to a special permit.

ACHC proposes to build a duplex farmhouse style building on the Central Street side of the parcel and a single family bungalow style building on the Willow Street side. The duplex would contain

a 3-BR unit and a 2-BR unit, the bungalow would be a 3-BR unit. Two of the units (3 BR bungalow and 2BR duplex) will be sold to low income households with incomes no greater than 80% of the Area Median Income. The option for the third unit (3BR duplex) is to either sell it to the Acton Housing Authority for use as a rental unit for low income families or to sell it as a deed-restricted below market unit to a household with an income up to 130% of the AMI.

This is an ideal site for a small multi-family development. The lot is located within close walking distance to the West Acton Village Center. Infill housing would be consistent with the Town's Master Plan and the Planning Board's emphasis on concentrating development within and near the village cores. There are other high density properties nearby, a duplex abuts the parcel on one side and another is across the street. From the Town's perspective, the proposed development would return a piece of town-owned property back to the tax rolls, eliminate an eyesore, and create much needed affordable housing.

ACHC has presented its proposal to a number of Town Boards and the neighborhood. There do not appear to be any significant concerns about the proposal. The small scale design has met with strong neighborhood support. The Community Preservation Committee and Town Meeting have voted to support this project through the use of CPA funds. The Selectmen voted to support the application to the Priority Development Fund, which resulted in a \$25,000 grant from DHCD and MassHousing to plan and design this project. Town staff has provided technical support throughout the process.

On September 26, 2005, the Board of Selectmen voted unanimously to support the ACHC's LIP application for the Willow/Central development.

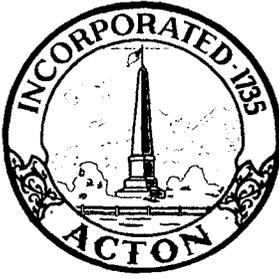
The ACHC has worked hard to develop innovative ways to encourage the development of affordable housing in Acton. This project is an exciting opportunity to provide affordable housing to those who might otherwise not have an opportunity to live in Acton. The ACHC has worked closely with the Selectmen on this project and should be commended for working with the community and all involved in developing a coherent, attractive, and exciting project.



Peter Ashton

Chair, Acton Board of Selectmen

Date 9/26/05



TOWN OF ACTON
P.O. Box 681
Acton, Massachusetts, 01720
Telephone (978) 263-9611
Fax (978) 264-9630
achc@acton-ma.gov

Acton Community Housing Corporation
Nancy Tavernier, Chairman

September 15, 2005

Marilyn Contreas
Department of Housing & Community Development
Division of Housing Development
100 Cambridge Street Suite 300
Boston, MA 02114

Dear Marilyn,

The Acton Community Housing Corporation is sponsoring this application to the DHCD Local Initiative Program for a proposed development of 3 units on the Town-owned land known as Willow/Central. On September 15, the ACHC voted to support the proposal and authorized the Chairman to sign the application.

As the Town Board charged with facilitating affordable housing opportunities in Acton, we sought permission from the Board of Selectmen to create a conceptual plan for developing a piece of town-owned land for new affordable housing units. In 2003, the Selectmen agreed to give ACHC a chance to produce a plan for the Willow/Central parcel.

This application is the culmination of 2 years of work by the committee. This proposal has garnered strong local support from the Board of Selectmen, the Planning Board, the Finance Committee, the Acton Housing Authority, Town Meeting voters, and, most importantly, residents of the abutting West Acton Village neighborhood. In 2004 and again in 2005, Town Meeting voters approved the appropriation of Community Preservation Funds to be used specifically for the preliminary design of Willow/Central and also generally to hold in a Housing Fund to be used as subsidies to the proposed development. In addition to CPA funds, the ACHC also received a \$25,000 grant from the Priority Development Fund to use for preliminary design activities.

When we began the process we established the following objectives for this proposal:

- To reach out to the neighborhood and the community as a whole to build something that everyone could be proud of.
- To build a small scale affordable housing development that would meet the local zoning bylaw and local Board of Health wastewater design regulations.

- To create a model for affordable housing development that could be used in other similar in-fill locations in Acton and in other suburban communities.

One of the most rewarding steps in this process to date is the strong local support we have received. By meeting with the abutting neighborhood early in the design process, we were able to incorporate their preferences for unit sizes, numbers, and design. Their desire was to have a small scale project that was consistent with the neighborhood streetscape and that preserved the Village character. We also made full presentations to the Board of Selectmen, the Planning Board, the Finance Committee, and the Acton Housing Authority and received their endorsements of our proposal.

We were unable to completely meet the second objective. The existing zoning for this parcel would allow up to 4 attached dwellings by special permit. However, the final design is based on having 2 unattached buildings. This has forced the ACHC to seek a comprehensive permit to obtain a waiver to this requirement. The wastewater disposal plan, however, meets local Board of Health regulations and has been approved by the Department of Health for a system handling the flow from 8 bedrooms.

With the enthusiasm expressed locally, we are convinced that similar small scale projects in the future will be similarly embraced by the Community as long as the model is used to gain consensus. This will stand as an important example to other suburban communities, leading the way for creating affordable housing through a collaborative approach.

The ACHC has been given site control of the Willow/Central parcel as a first step in the very complicated procedure to bring this concept to reality. The ACHC is applying first for the DHCD approval and then to the Acton Zoning Board of Appeals for a comprehensive permit. When both approvals are in hand, the ACHC will prepare an RFP in accordance with MGL Chapter 30B to seek proposals from developers who would be willing to assume ownership and build the project consistent with the conceptual designs approved by the ZBA and DHCD.

The ACHC intends to transfer the LIP (subsidizing agency) approval and Comprehensive Permit to the selected developer and hereby alerts DHCD to that plan. We urge you to review the procedure in the Attachment dealing with Site Control as recommended by Town Counsel and voted by the Board of Selectmen. This is a unique procedure in that while ACHC is the applicant, we do not plan to be the final developer and the Town will not own the property.

The ACHC looks forward to breaking new ground with this proposal and anticipates working with the DHCD to craft an agreement for approval.

Sincerely,



Nancy Tavernier, Chair
ACHC



September 21, 2005

Ms. Nancy Tavernier, Chairman
Acton Community Housing Corporation
472 Main Street
Acton, MA 01720

Re: 28 Willow Street / 214 Central Street, West Acton Village

Dear Ms Tavernier:

I enjoyed speaking with you yesterday afternoon and discussing the property located in West Acton village. We have reviewed your project summary and the development plans for the property appear reasonable and well supported. As I mentioned, the Bank is interested in providing financing for a project of this type and learning more about the property and your development plans.

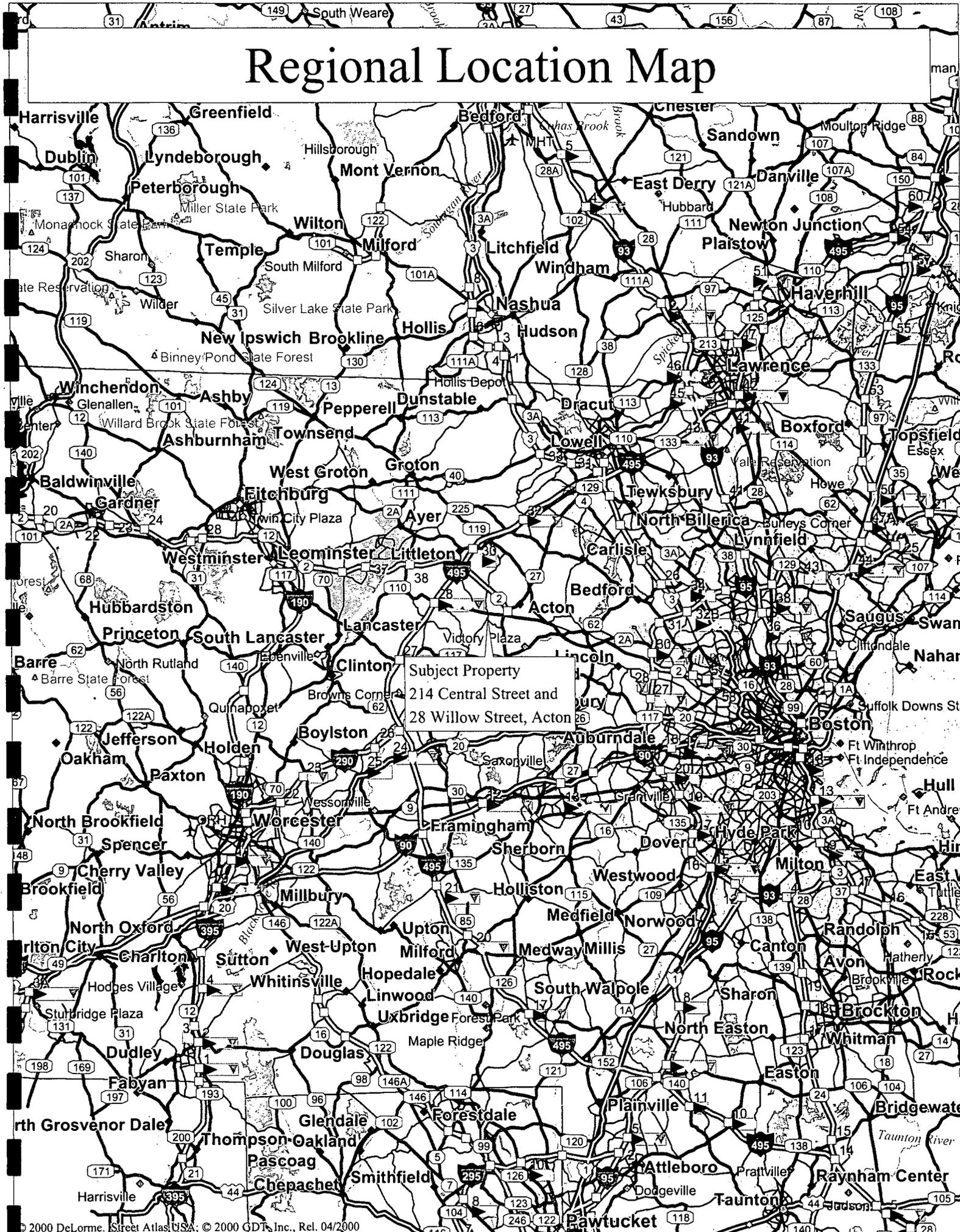
I look forward to receiving more detailed information on the project once it moves forward and is available to you. I'm looking forward to working with you and the Acton Community Housing Corporation on a successful affordable housing project. Should you have any questions regarding our process, please do not hesitate to contact me directly at (617) 441-4266.

Sincerely,

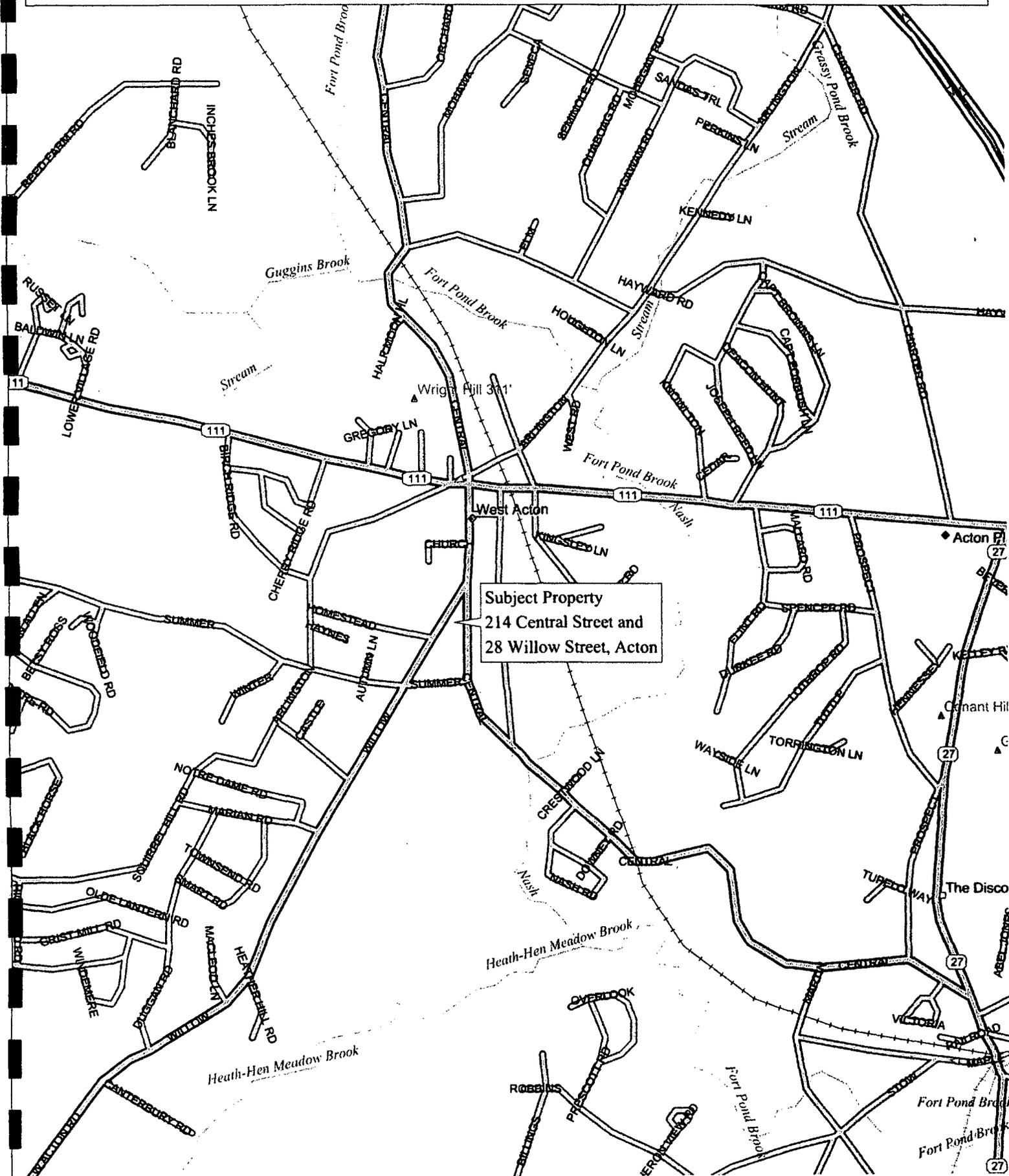
A handwritten signature in black ink that reads "Kyle J. Salvati". The signature is written in a cursive, flowing style.

Kyle J. Salvati
Assistant Vice President

Regional Location Map



Neighborhood Location Map



**Acton Community Housing Corporation
Willow/Central Housing Proposal
9/26/05**

**Directions to 28 Willow St. & 214 Central St. Acton MA 01720
(25 miles from 100 Cambridge St. Boston)**

Route 2 directions

Route 2 West to Exit 43 - West Acton/Route 111.

Go straight through traffic light staying on Rt. 111 (Mass. Ave.)

1.6 miles to next traffic light in West Acton Center

Turn left onto Central St., go 0.2 miles

Bear right at Willow St., go 0.1 miles to 28 Willow St.

Route 90 directions

Route 90 (Mass Turnpike) West to Rt. 128/95 North (Exit 15)

Take Exit 29 – Rt. 2 West

Follow Rt. 2 directions above

**Acton Community Housing Corporation
Willow/Central Development
Rationale for Calculation of Affordable Purchase Prices
September 2005**

All assumptions to be updated and confirmed prior to Lottery Advertising

ASSUMPTIONS

1. Household size for 2 bedroom unit is 3. Household income at 70-80% of AMI:
\$52,080-\$59,550.
2. Household size for 3 bedroom unit is 4. Household income at 70-80% of AMI:
\$57,890-\$66,150.
3. 30% of Household income available for principal & interest, mortgage insurance, property taxes, property insurance and condo fees.
4. Principal and Interest annual constant:
Term of loan: 30 years
Interest Rate: 6%
5. Acton Tax rate FY2005: \$13.81
6. Down payment 5%, plus the potential of a Soft Second Loan of 15%
7. Estimated monthly condo fee: \$95

Purchase Price Limits for 2 bed unit at < 80% AMI	
Housing Cost:	
Sales Price	\$157,900
5% Down payment	\$7,895
Mortgage	\$150,005
Interest rate	6.000%
Amortization	30
Monthly P&I Payments	\$899.36
Tax Rate	\$13.81
Monthly property tax	\$182
Hazard insurance	\$53
PMI	\$98
Condo Fee	\$95
Monthly Housing Cost	\$1,340
Necessary Income:	\$53,601

Household Income:	
# of Bedrooms	2
Sample Household size	3
80% AMI	\$59,550
Target Housing Cost	\$1,489
10% Window	\$53,595
Target Housing Cost	\$1,340

Purchase Price Limits for 3 bed unit at < 80% AMI	
Housing Cost:	
Sales Price	\$176,900
5% Down payment	\$8,845
Mortgage	\$168,055
Interest rate	6.000%
Amortization	30
Monthly P&I Payments	\$1,007.57
Tax Rate	\$13.81
Monthly property tax	\$204
Hazard insurance	\$59
PMI	\$109
Condo Fee	\$95
Monthly Housing Cost	\$1,488
Necessary Income:	\$59,527
Household Income:	
# of Bedrooms	3
Sample Household size	4
80% AMI	\$66,150
Target Housing Cost	\$1,654
10% Window	\$59,535
Target Housing Cost	\$1,488

Purchase Price Limits for a 3 bed unit at <120% AMI

Housing Cost:

Sales Price	\$330,000
5% Down payment	\$16,500
Mortgage	\$313,500
Interest rate	6.000%
Amortization	30
Monthly P&I Payments	\$1,879.59
Tax Rate	\$13.81
Monthly property tax	\$380
Hazard insurance	\$110
PMI	\$204
Condo Fee	\$95
Monthly Housing Cost	\$2,682
Necessary Income:	\$107,278

Household Income:

# of Bedrooms	3
Sample Household size	4
130% AMI	\$107,380
Target Housing Cost	\$2,685
10% Window	\$96,642
Target Housing Cost	\$2,416

Condo Budget:

Landscaping / Mowing	\$1,500
Insurance	\$1,580
Septic Maintenance	\$330
Yearly Budget	\$3,410
Monthly Condo Fee	\$95

H/L

TOWN OF ACTON – BOARD OF SELECTMEN

Motion to Authorize Acton Community Housing Corporation to Advance Affordable Housing Development on Certain Town-Owned Property

WHEREAS the Town of Acton is the owner by tax taking of the real property at 28 Willow Street and 214 Central Street, Acton, Massachusetts (the “Property”) by tax title takings in Land Court Case Nos. 112320 T.L. and 112319 T.L. (Judgments dated May 4, 1998).

WHEREAS the Acton Community Housing Corporation (“ACHC”) proposes that the Property be developed as an affordable housing project consisting of three units of affordable housing (a duplex farmhouse on the Central Street side of the Property and a one-unit bungalow on the Willow Street side of the Property) (the “Project”).

WHEREAS the Board of Selectmen supports ACHC’s proposal for the Project.

WHEREAS ACHC is a non-profit housing corporation created by special Home Rule legislation and is subject to the supervision of the Board of Selectmen. See Chapter 143 of the Acts of 1996, § 1.

WHEREAS, under ACHC’s Home Rule legislation, ACHC has the power “with the approval of the board of selectmen, to acquire ..., and to own, ... and to ... sell, transfer, convey, ...or to otherwise dispose of, on such terms and conditions as it may deem proper, real ... property ... as may be necessary or appropriate to carry out its purposes.” (St. 1996, c. 143, § 2(d)).

WHEREAS the Board of Selectmen intends to place an article on the warrant for the next Town Meeting to authorize the Selectmen to convey the Property to ACHC on certain terms and conditions for purposes of re-conveyance, subject to applicable law, to a developer that will develop affordable housing on the Property.

NOW THEREFORE, the Board of Selectmen moves to authorize the following actions in furtherance of the Project on the Property:

1. ACHC is hereby authorized to apply to the Department of Housing and Community Development (“DHCD”) for any necessary approval and site eligibility determination under the Local Initiative Program, 760 CMR 45.00, for the Project.
2. ACHC is hereby authorized to apply to the Acton Board of Appeals for a Comprehensive Permit under M.G.L. c. 40B for the Project.
3. ACHC is hereby authorized to apply to other State and Town boards, commissions, departments, and agencies for any other necessary permits and

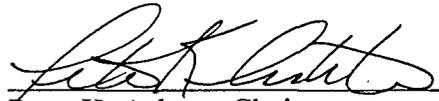
approvals for the Project, exclusive of any building permits and other construction-related permits needed for the actual construction of the Project (it being understood that the Selectmen and ACHC intend, subject to Town Meeting approval, that the permitted Project and Property will be conveyed pursuant to applicable law and re-use restrictions to a qualified developer who will own the Property, construct the Project, and dispose of the units as appropriate).

4. Prior to submission, each such application shall be provided to Town Counsel, the Town Manager, and the Board of Selectmen for their respective review and approval, and for execution as may be necessary on behalf of the Town.
5. Town Counsel, in consultation with the Town Manager, is hereby authorized and directed to prepare any necessary Affordable Housing Restrictions, Land Dispositions Agreements, Request for Proposals, and other transaction documents necessary to effectuate the Project.
6. The Town Manager is hereby authorized to determine the value of the Property subject to the terms and conditions of the Comprehensive Permit and the affordable housing restrictions to be imposed on the Property. Said determination shall be made under G.L. c. 30B, § 16(b), through procedures customarily accepted by the appraising profession as valid, including in the judgment of the Town Manager a real estate appraisal from a qualified real estate expert familiar with property values in the Town of Acton.
7. In the event the value of the Property as so determined exceeds twenty-five thousand dollars in value, ACHC is hereby authorized to issue a Request for Proposals (“RFP”) in accordance with documents to be prepared by Town Counsel and approved by the Town Manager and the Board of Selectmen for the prospective conveyance of the Property conditioned upon the construction and implementation of the Project. Without limitation, the RFP shall condition such disposition of the Property on the approval of Town Meeting and the further approval of the Board of Selectmen under St. 1996, c. 143, § 2(d) and/or other applicable law.
8. Town Counsel, in consultation with the Town Manager, is hereby authorized and directed to prepare any necessary warrant articles for the next Town Meeting to authorize the Selectmen to convey the Property to ACHC for purposes of re-conveyance to a developer who shall develop the affordable housing Project on the Property, subject to applicable law, subject to terms and conditions established by the Selectmen, and subject to the terms and conditions of the Comprehensive Permit and the affordable housing restrictions to be imposed on the Property for the Project.
9. For purposes of G.L. c. 40, § 15, the proposed warrant article authorizing the Board of Selectmen to convey the Property to ACHC shall specify the amount

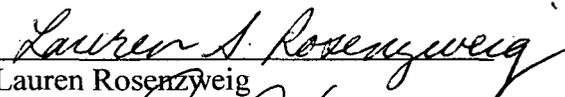
to be paid by ACHC for such conveyance as \$202,548, which when paid shall be applied, in the following order, to (a) the taxes, interest and penalties outstanding with respect to the Property, (b) the required amount of the payment in lieu of taxes that would be required from a buyer of the property, calculated in accordance with G.L. c. 44, § 63A, as of the date of the conveyance, (c) the assessment, containment and removal costs incurred by the Town with respect to the environmental condition of the Property, and (d) the attorney's fees and costs related to the Town's investigation of environmental contamination at the Property and the lawsuit to collect those costs.

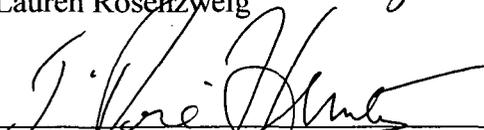
IN WITNESS WHEREOF, the Board has caused the foregoing to be moved, seconded, and approved at an open meeting duly called and noticed for the purpose on this 18th day of July, 2005.

TOWN OF ACTON, MASSACHUSETTS,
By its Board of Selectmen


Peter K. Ashton, Chairman

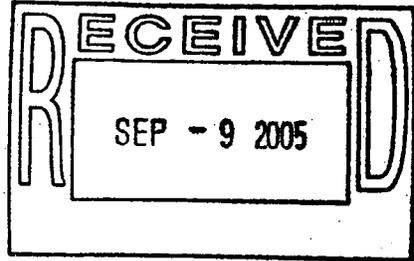
Walter M. Foster, Vice Chairman


Lauren Rosenzweig


F. Dore Hunter, Acting Clerk

COMPLETE APPRAISAL

SUMMARY FORMAT



PROPERTY

214 Central Street and 28 Willow Street
Acton, Massachusetts

DATE OF VALUATION

August 29, 2005

PREPARED FOR

Don Johnson, Town Manager
Town of Acton
472 Main Street
Acton, MA 01720

PREPARED BY

Avery Associates
282 Central Street
Post Office Box 834
Acton, Massachusetts 01720
Tel: 978-263-5002
File No. 25106/2005175

AVERY ASSOCIATES

REAL ESTATE APPRAISERS - COUNSELORS

282 CENTRAL ST.
P.O. BOX 834
ACTON, MA 01720
TEL: 978-263-5002
FAX: 978-635-9435

info@averyandassociates.com

September 6, 2005

Don Johnson, Town Manager
Town of Acton
472 Main Street
Acton, MA 01720

RE: 214 Central Street and 28 Willow Street, Acton, MA

Dear Mr. Johnson:

In accordance with our agreement, we are pleased to transmit the appraisal report detailing an estimate of the market value of the fee simple interest in the above referenced property. This appraisal contains the data, analysis and conclusions on which the estimate is based.

The subject property consists of a 7,708 square foot parcel of residential land located at 214 Central Street and an 8,091 square foot parcel of residential land, improved with a garage/office building, at 28 Willow Street in West Acton. Since these parcels are under common ownership, they are appraised as a single building site.

The complete appraisal developed in support of this estimate of value is reported in the summary report format and is qualified by certain definitions, limiting conditions and certifications presented in detail in the appraisal report. This report has been prepared for your exclusive use. It may not be distributed to or relied upon by other persons or entities without permission.

As a result of this analysis, an opinion has been developed that the market value of the fee simple interest in the property, subject to the definitions, limiting conditions and certifications set forth in the attached report, as of August 29, 2005, is:

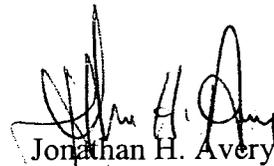
TWO HUNDRED TWENTY THOUSAND (\$220,000) DOLLARS

This letter must remain attached to the report, which contains 20 pages plus related exhibits, in order for the value opinion set forth to be considered valid.

Respectfully submitted,



John H. Neas, RA
Massachusetts Certified General
Real Estate Appraiser #73



Jonathan H. Avery, MAI, CRE
Massachusetts Certified General
Real Estate Appraiser #26

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SUMMARY OF IMPORTANT FACTS AND CONCLUSIONS

ADDRESS: 214 Central Street and 28 Willow Street
Acton, Massachusetts

OWNER OF RECORD: Town of Acton

DATE OF VALUE ESTIMATE: August 29, 2005

INTEREST APPRAISED: Fee Simple

LAND AREA: 15,799 square feet

IMPROVEMENTS: A commercial garage/office building with
2,212 square feet of building area

ZONING: Village Residential District

HIGHEST AND BEST USE: Demolition of the existing structure and the
construction of a new single family or two-
family dwelling

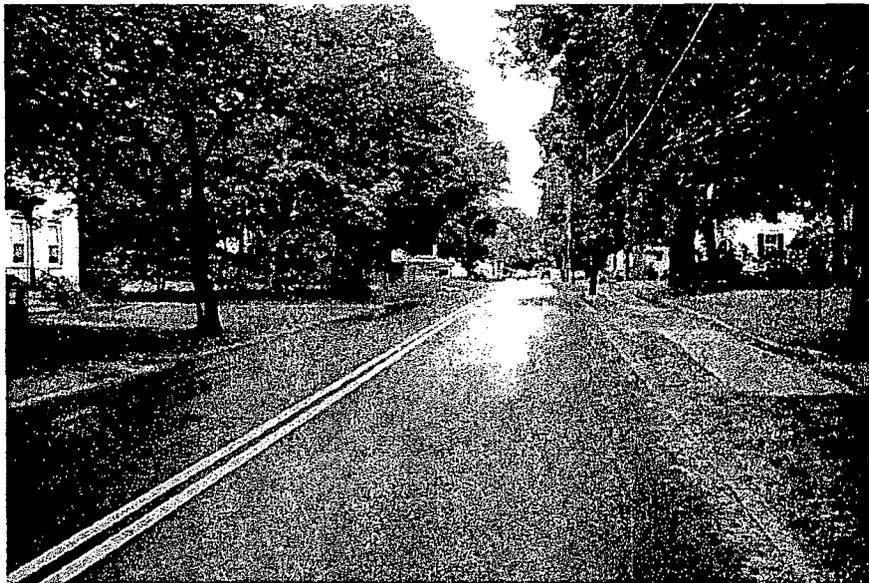
ESTIMATE OF VALUE: \$220,000

APPRAISED BY: John H. Neas, RA
Jonathan H. Avery, MAI, CRE
Avery Associates
Post Office Box 834
282 Central Street
Acton, MA 01720

SUBJECT PROPERTY PHOTOGRAPHS
214 Central Street and 28 Willow Street
Acton, Massachusetts



View of 214 Central Street



Street Scene along Central Street

SUBJECT PROPERTY PHOTOGRAPHS
214 Central Street and 28 Willow Street
Acton, Massachusetts



View of 28 Willow Street



Street Scene along Willow Street

SUMMARY APPRAISAL REPORT

PURPOSE OF THE APPRAISAL: The purpose of this appraisal is to estimate the market value of the fee simple interest in the subject property as of August 29, 2005. The definition of market value and fee simple can be found in the Addenda section of this report.

PROPERTY RIGHTS APPRAISED: Fee Simple.

DATE OF VALUATION: August 29, 2005

DATE OF REPORT: September 6, 2005

INTENDED USE OF THE APPRAISAL: This appraisal is intended to assist the client, The Town of Acton, in determining the market value for the possible sale of the property.

INTENDED USER(S) OF THE APPRAISAL: The Town of Acton and those authorized by them.

SCOPE OF APPRAISAL:

In making the estimate of value, the property was inspected to properly understand its physical characteristics. A review has been made of deeds, plans and other pertinent documents to understand the legal characteristics of the property. The property was inspected on several occasions by John H. Neas and Jonathan H. Avery, MAI, SRA, most recently on August 29, 2005.

A review has been made of municipal tax and zoning material, including special provisions of these bylaws. Data has then been gathered pertinent to the valuation of the property. The approaches to value employ many sources including municipal and county records, sales recording services, cost services and interviews with professionals active in the real estate field. Deeds were reviewed when available and data confirmed with parties to the transactions as a means of verification, when possible.

Recognized valuation techniques were then employed in deriving value indications from several perspectives. These indications were then reconciled into an indicated value of the subject property as reported herein.

Although this property is under consideration for development in accordance with Massachusetts General Laws, Chapter 40B, *this appraisal is based on the "by right" uses allowed within the Village Residential District under current zoning regulations and assumes the combination of the two parcels into a single 15,799 square foot site.*

This Summary Appraisal Report is a recapitulation of the appraiser's data, analyses and conclusions. Supporting documentation is retained in the appraisers file.

CONSIDERATION OF HAZARDOUS SUBSTANCES IN THE APPRAISAL PROCESS

No specific geotechnical engineering information or Phase One site investigation has been provided to the appraisers. Under federal and state laws, the owner of real estate which is contaminated and from which there is a release or threatened release may be held liable for the cost of corrective action. A Phase One site investigation is customary business practice. Such an investigation entails a review of the property, its history and available government records to determine if there is reason to believe that contamination may be present.

Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyls, petroleum leakage, agricultural chemicals or urea formaldehyde foam insulation, which may or may not be present on the property, were not called to the attention of nor did the appraiser become aware of such during inspection. The appraiser has no knowledge of the existence of such materials on or in the property unless otherwise stated. The appraiser, however, is not qualified to test for such substances. Since the presence of such hazardous substances may significantly affect the value of the property, the value as estimated herein is predicated on the assumption that no such hazardous substances exist on or in the property or in such proximity thereto which would cause a loss in value. If such substances do exist, then the value as estimated herein will vary dependent on the extent of contamination and the costs of remediation.

The subject property is currently listed on the **List of Confirmed Disposal Sites and Locations** (dated July 28, 2005), as published on their website by the Bureau of Waste Site Cleanup, Department of Environmental Protection, Commonwealth of Massachusetts. Release Tracking Number 2-0012578 was assigned to 28 Willow Street for an oil spill. The notification date was December 23, 1998. The Compliance Status is RAO or a site/release where a Response Action Outcome Statement was submitted. The Statement asserts that response actions were sufficient to achieve a level of no significant risk or at least ensure that all substantial hazards were eliminated. The RAO Class is A2 where a permanent solution has been achieved. Contamination has not been reduced to background. The date was June 27, 2002. This appraisal assumes that future owners of the property will neither be in danger from existing conditions or liable for any costs or liability resulting from this release.

IDENTIFICATION AND DESCRIPTION OF SUBJECT PROPERTY

The real property which is the subject of this appraisal consists of two contiguous parcels of residential land located on the westerly side of Central Street and the easterly side of Willow Street in West Acton, Middlesex County, Massachusetts. The immediate area is a mixed use commercial and residential neighborhood. The Town of Acton identifies the property on Map F-2B as Parcels 64 and 65.

The subject property, or Lot 2 Central Street and Lot 3 Willow Street, was purchased by Lawrence S. Nichols and Beverly A. Nichols for \$40,700 on October 1, 1975 as recorded at the Middlesex South District Registry of Deeds in Book 12870, Page 293. These lots are shown on Plan Number 2221 of 1953 in Book 8188, Page End.

The current owner of the property is the Town of Acton who acquired the property for non-payment of taxes. An Instrument of Taking for the non-payment of taxes for the year 1984 for the property at 214 Central Street was recorded on October 8, 1986 at the Middlesex South District Registry of Deeds in Book 17474, Page 334. An Instrument of Taking for the non-payment of taxes for the year 1986 for the property at 28 Willow Street was recorded on November 23, 1988 at the Middlesex South District Registry of Deeds in Book 19489, Page 227. The Final Judgment in the Tax Lien Case of the Town of Acton vs. Lawrence S. Nichols, Beverly A. Nichols and BayBank Middlesex, N.A. was recorded on July 8, 1998 in Book 28812, Pages 600 and 601.

Site Description

The site is located on both Central Street and Willow Street, which have moderate traffic, and is located between the Acton-Stow town line to the west and Massachusetts Avenue (Route 111) to the east. The property at 214 Central Street has 78.0 feet of frontage along Central Street, a rectangular shape and 7,708 square feet of land area. The property at 28 Willow Street has 104.40 feet of frontage along Willow Street, an irregular shape and 8,091 square feet of land area. The total land area for the two parcels is 15,799 square feet.

The land area has a basically level topography. The area is serviced by town water, natural gas and electricity. There is no town sewer and any development of the site would need to support an on-site private septic system in conformance with Massachusetts Title V and Acton Board of Health regulations. This valuation assumes such a system can be constructed without extraordinary costs or time delay.

The site is not located in a flood zone as indicated on Map 250176-1C, Zone X (areas determined to be outside 500-year flood plain), dated January 6, 1988.

Description of Improvements

The subject property (the Willow Street portion) is improved with an older, wood frame garage/office building with 2,212 square feet of gross building area. This building has not been used for a number of years and is in disrepair. No value has been assigned to this building, but rather an expense for the demolition and removal of the debris from the site. This cost is estimated to be \$5,000 based on information from the Marshall Valuation Service.

MARKET AREA ANALYSIS

The subject property is located in Middlesex County in the community of Acton. Surrounding communities are Carlisle and Concord to the east; Sudbury to the south; Maynard and Stow to the southwest; Boxborough to the west; and Littleton and Westford to the northwest. Its population according to the 2000 U.S. Census was 20,331, a 13.76% increase over the 1990 population of 17,872.

Acton can best be described as a modern suburban community that has retained much of its rural New England residential character. This is evidenced by its traditional town center, with fine examples of historic architecture, and the stone walls and tree-lined country roads. Once a sleepy, rural town, Acton has used its advantageous position along Routes 2, 2A, 27, 111 and nearby Interstate Route 495 (approximately five miles away) and Interstate Route 95 (approximately 10 miles away) to attract industry and build up its neighborhoods. As a result, the population has nearly tripled over the last three decades.

Although Acton is popular with commuters because of its highway location and commuter train service from South Acton to Concord, Fitchburg, Boston, Cambridge and Waltham, the town attracts perhaps more newcomers because of its excellent school system. The Acton-Boxborough Regional High School is consistently rated among the top 5 schools in the state and boasts a 90% rate of graduates going on to higher education.

The town was incorporated in 1735 and has an open town meeting form of government with a Board of Selectmen and a Town Manager. Families and businesses are attracted to a pleasant quality of life. The town offers a full range of services, including an active town government, top-notch libraries, a nationally accredited police department, a full-time fire department, a wide range of retail stores and services, restaurants for every taste, fashion clothing shops, various types of recreational facilities, a nearby golf and ski area, a community theater and several museums. Route 2A, Kelley's Corner and West Acton Village offer convenient services.

Acton and the surrounding area have the 5th largest per capita income in the United States, making it attractive for commercial growth. Acton's highly educated workforce has always offered a pool of local talent for area growth companies and industries, and its residents work with leading-edge companies in high-tech, biotechnology and financial services.

Residential Housing Market: The residential housing market in Acton is quite diverse and has been very active over the past several years, due in part to the lowest mortgage rates in several decades. Prices, demand and sales activity have been strong. New construction home prices in Acton start in the mid \$600,000 price range and increase to over \$1,000,000. New construction in this price range takes place on existing ANR lots and within small subdivisions, consisting of a colonial style home with 2,000± to 4,000± square feet of living area. Older houses from small capes and ranches start in the mid \$300,000 price range and increase from there.

The condominium housing stock in Acton is wide ranging both in terms of pricing and style. As of the date of valuation, there are 39 condominium units for sale in Acton through the Multiple Listing Service. These range in price from \$112,500 for a one bedroom garden style unit on Great Road to \$669,000 for a 3 bedroom, detached contemporary cape style unit at 4 Farmers Row in Bellows Farm. The average list price is \$276,605. During the previous 12 months, there were 130 closed condominium sales at an average price of \$262,811. The sale prices ranged from \$110,000 for a one bedroom garden unit on Davis Road at Briarbrook Village to \$713,500 for a three bedroom townhouse unit at The Arbors. The median sale price for the Year 2004 for condominium units in Acton as reported by The Warren Group was \$225,000 which represents an increase of 80% during the period from 2000 to 2004. The current supply represents a 3½ month supply given the previous 12 months activity.

The single family housing stock in Acton is also wide ranging both in terms of pricing and style. Approximately 60% of the housing stock in town are single-family homes. As of the date of valuation, there are 63 single family homes for sale in Acton through the Multiple Listing Service. These range in price from \$295,000 for an older two bedroom ranch that needs work at 118 Willow Street to \$1,395,000 for a 10 room, 5 bedroom colonial on 11.73 acres of land at 26 Grasshopper Lane. The average list price is \$684,079. During the previous 12 months, there were 205 closed single family sales at an average price of \$633,164. The sale prices ranged from \$275,000 to \$2,575,700. The former is an older two bedroom cape at 399 Central Street that needed work. The latter is an English Country Estate with a stable on 15.83 acres of land area at 145 Strawberry Hill Road. The median sale price for the Year 2004 for single family homes in Acton as reported by The Warren Group was \$532,750 which represents an increase of 42% during the period from 2000 to 2004. The current supply represents a 3½ month supply given the previous 12 months activity.

The National Association of Realtors suggests that a six month supply represents a balanced market. Therefore, the current market in Acton for both condominium units and single family homes is undersupplied based on these statistics.

Acton has a limited number of multi-family listings and sales. There is only one current listing through the Multiple Listing Service of a four-family property at 56 Great Road for \$809,000. During the previous 12 months, there were two sales that included a three family at 12 School Street for \$454,000 and a two-family at 193 School Street for \$531,400.

Acton has experienced strong residential growth in both the demand for exiting homes and new construction. It is our opinion, that the development of the subject lot would enjoy a market for new construction with strong demand, limited competition, and a low risk of oversupply.

Employment/Economic Conditions: The purpose of analyzing the subject market is to understand the conditions under which buyers and sellers of real property perform as of the date of valuation. The economic and real estate market conditions have been quite positive over the past few years. Low unemployment, rising wages, and low mortgage rates have produced a strong housing market. While the recent fluctuations in mortgage rates may cool the market somewhat, it is job growth and consumer confidence that really drives the residential housing market.

Unemployment, Job Creation and Consumer Confidence Information

As of the date of valuation, a ‘true’ economic recovery appears to have started after a brief recession in the latter half of 2001 followed by nearly two years of a ‘jobless’ recovery. The following is a comparison of the unemployment and job creation data as of today versus one year earlier, along with consumer confidence data:

Unemployment

	July 2005	July 2004
Acton	3.4%	3.9%
Middlesex County	4.2%	4.7%
Massachusetts	4.7%	5.1%

Employment/Job Creation

	July 2005	June 2005	May 2005
Middlesex County	783,860	779,664	772,147
Massachusetts	3,217,700	3,209,200	3,213,000

The data supports the premise of a recovering economy. Unemployment is down in all areas from the previous year. In Acton it has actually decreased by 12.82% over the last twelve months, and is lower than the figure for both Middlesex County and the State of Massachusetts.

In terms of job creation, the latest monthly figures show only a slight difference in the number of jobs over the previous month in both Middlesex County and in the state as a whole. Job growth has been the biggest struggle of this economic recovery. However, early data from the past three months indicated that the long awaited turn in job formation may be occurring. There may be several more months of mixed data before a clear recovery in the economy takes hold.

Consumer Confidence Index - Federal Reserve Bank of Boston

	National
June 2003	83.5
December 2003	94.8
June 2004	102.8
December 2004	102.7
January 2005	105.1
February 2005	109.7
March 2005	103.0
April 2005	97.5
May 2005	103.1
June 2005	106.2
July 2005	103.2

The consumer confidence data portrays the ups and downs of the economy over the past 24 months and underscores the fragility of the current recovery. In November of 2001, confidence plummeted as consumers fretted after the September 11 attacks. Confidence and business activity generally escalated through the winter and spring of 2002, which led to an increase in the index to 106.3 in June of 2002 from 84.9 in November of 2001. More recently the consumer index plummeted to a 10 year low in March of 2003, just prior to the onset of the war in Iraq, only to rebound sharply in April of 2003 with the perception that this conflict is over. The index now stands at 103.2, reflecting the positive employment picture and growth in the economy. This index may continue to 'roller coaster' over the next six months, but should generally trend higher with a recovery in the economy.

LOCATION DESCRIPTION

The subject site is located at 214 Central Street and 28 Willow Street in the West Acton section of town. The neighborhood is between the Acton-Stow town line to the west, Arlington Street to the north, Massachusetts Avenue (Route 111) to the east and Heath Hen Meadow Brook and Fort Pond Brook to the south. Routes 2 and 27 are approximately 2 mile to the south and Route 495 is approximately 5 miles to the north. The area surrounding the subject property contains vacant land, a mixture of style/value residential homes and business use properties. Properties in the neighborhood, in West Acton Village and recent sales of single family homes include the following:

Acton Fire Department
Acton Model Railroad Center
Acton Pharmacy
Christian Science Church
DiCapri Pizzeria Ristorante
Hansen Auto Body
McQueen Dental Associates

Middlesex Savings Bank
Mobil Gas
Mount Hope Cemetery
Nashoba Valley Travel Agency
New London Style Pizza
Nouveaux Skin and Nails
Sal's Auto and Truck Repair

Village Hair Stylist
West Acton Baptist Church
West Acton Citizens Library
West Acton Market
Windsor Green Apartments

- 21 Central Street sold for \$694,000 in March of 2005. This is a Victorian with a four room apartment, a carriage house and a two car detached garage. Stained glass, ten foot ceilings, crown moldings, bridal staircase, newer kitchen and one acre of land area.
- 103 Central Street sold for \$420,000 in July of 2005. This is a 6 room, 3 bedroom, 2 bath older farmhouse style home built in 1951. Stone fireplace, antique stove, 2,400 square feet of living area and 1.18 acres of land area.
- 207 Central Street sold for 649,900 in July of 2005. This is a 10 room, 4 bedroom, 2 bath antique colonial built in 1860. Hardwood floors, 2005 kitchen/baths/systems, 3,200 square feet of living area and two car detached garage.
- 60 Willow Street was listed for sale at \$485,000 and is now under agreement. Antique colonial built in 1880 with an attached barn. Ten rooms, 3 bedrooms, 1½ baths, hardwood floors, fireplace and 3,000 square feet of living area. This property requires renovations.
- 111 Willow Street sold for \$500,000 in June of 2005. Colonial with 8 rooms, 4 bedrooms, 2½ baths and two car attached garage. Built in 1959, 1,880 square feet of living area, basement playroom, screen porch and 20,011 square feet of land area.
- 160 Willow Street sold for \$749,000 in June of 2005. *New construction*. Eight rooms, 4 bedrooms, 2½ baths, 3,000 square feet of living area, central air, wood deck, two car attached garage and 20,002 square feet of land area.
- 98 Windsor Avenue was listed for sale at \$745,000 and is now under agreement. Colonial built in 1988 with 9 rooms, 4 bedrooms and 2½ baths with 2,700 square feet of living area on a site with 3.31 acres of land area. Hardwood floors, family room with fireplace, first floor den, master bedroom with cathedral ceiling and walk-in closet, stairway to attic, whole house attic fan, covered porch, wood deck and two car garage.

In summary, the subject property is well-located in a convenient neighborhood area with access to Route 111, local services and surrounding communities.

TAXES AND ASSESSMENT

For real estate taxation purposes, the subject property is listed by the Assessors as Code 903 or a tax exempt property owned by the municipality. The property is assessed in the name of the Town of Acton in the following manner:

<u>Property Address</u>	<u>Assessors Reference</u>	<u>Land Area</u>	<u>Current Assessment</u>	<u>Current Taxes</u>
214 Central Street	F2B-65	7,708 square feet	Land - 17,200	\$0.00
28 Willow Street	F2B-64	<u>8,091 square feet</u>	Land - 220,200 <u>Building - 30,600</u> 250,800	<u>\$0.00</u>
Total		15,799 square feet	268,000	\$0.00

The tax rate for Fiscal Year 2005 is \$13.81 per \$1,000 of valuation for all classes of property in Acton.

ZONING

ZONING DISTRICT: Village Residential District (VR)

PERMITTED USES: The Village Residential District allows for General Uses that include agriculture and conservation; Residential Uses that include *single family dwelling, single family dwelling with one apartment and a two-family dwelling*; Governmental, Institutional and Public Service Uses that include municipal, educational, religious and child care facility; Business Uses that include retail store, office, combined business and dwelling, services, and repair shop/technical shop/studio. The business uses are allowed provided that the owner of the property resides on the property, the business use is limited to 500 square feet of net floor area and all parking spaces are provided to the rear or side of the building. *Some additional uses may be allowed by Special Permit including a multi-family dwelling with not more than four dwelling units. At least one of the dwelling units shall be occupied by the owner of the property.*

DIMENSIONAL REQUIREMENTS: The dimensional requirements are shown below:

Village Residential District

Minimum Lot Area	15,000 square feet
Minimum Lot Frontage	50 feet
Minimum Lot Width	Not Required
Minimum Setbacks	10 feet to front, side and rear
Minimum Open Space	20%
Maximum Floor Area Ratio	Not required
Maximum Height	36 feet

HIGHEST AND BEST USE

The definition of highest and best use can be found in the Addenda to this report.

The subject property is located in the Village Residential District which allows for a single family dwelling, a two-family dwelling and other uses as outlined above. The location of this parcel is considered to be average with convenient access to Route 111 and local services.

The highest and best use of the subject property, as if it were vacant and available for development, would be for the construction of a residential property. The economic benefits from either a single family residence or a two family property as two condominium units appear to be similar, so that the highest and best use of the site would be for either a single family or two family property.

A multi-family property with up to four units is allowed by Special Permit, but not by right. Without the benefit of an engineering study, there is some question as to whether a four-family would be physically possible on the site based on the configuration of the building and the required size of the septic system and the required parking.

The subject property is presently improved with a wood frame garage/office building. This building has been vacant for some time, is in disrepair and should be demolished. The existing improvements do not contribute to value.

REASONABLE MARKETING PERIOD

An analysis has been completed of typical marketing times for residential properties similar to the subject property. Based on a review of comparable sales data and a review of local market conditions, it is the opinion of this appraiser that a reasonable marketing period for the subject property would be three to six months.

SUMMARY OF ANALYSIS AND VALUATION

APPRAISAL PROCESS

The methodology traditionally used for the valuation of real property is derived from three basic approaches to value; the Cost Approach, the Sales Comparison Approach and the Income Capitalization Approach. From the indicated values produced by each of these approaches and the weight accorded to each, an estimate of market value is made. The following is a brief summary of the method used in each approach to value.

Cost Approach

The Cost Approach is an analysis of the physical value of a property; that is, the market value of the land, assuming it was vacant, to which is added the depreciated value of the improvements to the site. The latter is estimated to be the reproduction cost of the improvements less accrued depreciation from all causes.

Sales Comparison Approach

The Sales Comparison Approach is based upon the principle of substitution, that is, when a property is replaceable in the market, its value tends to be set at the cost of acquiring an equally desirable substitute property assuming no costly delay in making the substitution. Since few properties are ever identical, the necessary adjustments for differences between comparable properties and the subject property are, to a certain extent, a function of the appraiser's experience and judgment.

Income Capitalization Approach

The Income Capitalization Approach is an analysis of the subject property in terms of its ability to produce an annual net income in dollars. This estimated net annual income is then capitalized at a rate commensurate with the relative certainty of its continuance and the risk involved in ownership of the property.

Valuation Methods Used

The value of the subject property has been estimated by the Sales Comparison Approach. The Income Capitalization Approach is not applicable to this assignment because the property is a residential property and the existing building on the site does not generate any income. The Cost Approach to Value is not applicable to this assignment because of the age and condition of the existing property, and because a typical investor in the market does not usually rely on this approach.

SALES COMPARISON APPROACH

The Sales Comparison Approach is based upon a comparative analysis of recently sold similar properties in Acton and the surrounding, competitive market. These sales transactions have been analyzed to select those properties deemed most similar. Adjustments have been made for the differences between the comparable sales and the subject property. If the comparable sale has an item that is superior to the subject a negative adjustment is made, and if the comparable sale has an item that is inferior to the subject a positive adjustment is made. As a result of this selection and adjustment process, a range of indicated values for the subject property has been developed from the comparable data. This range of values is considered to set the parameters of value for the subject property.

The first step in this analysis is the projection of a retail price for the residential lot that is the subject of this appraisal. This is accomplished through a review and analysis of recent, residential lot sales in Acton that are summarized on the following chart:

ACTON SINGLE FAMILY BUILDING LOT SALES

	<u>Property Address</u>	<u>Grantor/Grantee and Title Reference</u>	<u>Indicated Sale Price</u>	<u>Date of Sale</u>	<u>Land Area</u>	<u>Zoning</u>
1	Lot A Central Street Acton Approval Not Required lot located to the rear of 302 Central Street in West Acton -50' frontage, slope easement, common driveway and utility easement - irregular shape - town water and private septic	LaForge to Kreuzer 39783-74	\$155,000	2-Jul-03	20,044 square feet	Village Residential
2	Lot 123 Paul Revere Road Acton ANR lot located on Paul Revere Road off Ethan Allen Drive off Summer Street - near the Acton-Boxborough town line - town water and private septic	McC Campbell to Red Acre Development 44755-62	\$260,000	7-Mar-05	26,774 square feet	Residence 2
3	Lot 24 School Street Acton ANR lot in South Acton between Route 2 and Route 27 - town water and private septic - new 6-3-2.5 colonial with 1,600 square feet of living area, central air, wood deck and one car garage under available for sale at \$589,900	Stoffors to Philip-Anthony Development, LLC 44402-222	\$187,000	30-Dec-04	24,050 square feet	Residence 2
4 and 5	Lots 114 and 116 Squirrel Hill Road, Acton Located in the new Colonial Acres Subdivision in West Acton - a Planned Conservation Residential Community with 22 homes - town water and private septic	Pamley Corporation to Acton Estates, LLC 43922-248	\$570,000 or \$285,000 per lot	19-Oct-04	25,745 and 27,767 square feet	PCRC
6	Lot 115 Squirrel Hill Road Acton Located in the new Colonial Acres Subdivision in West Acton - a Planned Conservation Residential Community with 22 homes - town water and private septic - new 9-4-2.5 Deefield II style colonial with 2,987 square feet of living area offered for sale at \$794,900	The Welton Realty Trust to Symes Development LLC 43922-246	\$285,000	19-Oct-04	25,920 square feet	PCRC
7	7 Sylvia Street Acton ANR lot with small two room, one bedroom, one bath bungalow with failed Title V - essentially a land sale - located off Main Street (Route 27) near the Acton-Maynard town line on a dead-end street - town water and private septic - this site is currently under consideration for a 40B development	Schofield to Sylvia Fletcher LLC 42692-243	\$275,000	4-May-04	1 acre	Residence 2
8	Lot 6B-4 Jackson Drive Extension, Acton Approval not required lot - wooded, irregular shape, rolling topography, wetlands- located in the expansion of the Patriots Hill Subdivision near Acton center - town water and private septic	Sheldon to Morrison 41915-30	\$315,000	30-Jan-04	43,605 square feet	Residence 2
9	Lot 16 Jackson Drive Acton Approval not required lot - wooded, irregular shape, rolling topography, wetlands- located in the expansion of the Patriots Hill Subdivision near Acton center - town water and private septic - new 9-5-3.5 colonial with 4,200 square feet of living area and three car attached garage sold for \$989,900 in August of 2005	Rafuse to Patriot Conservation Trust 42677-554	\$300,000	3-May-04	40,100 square feet	Residence 2
10	Lot A-3 Minot Avenue Acton ANR lot near Acton center - irregular shape, wooded, level topography, some wetlands - adjacent to conservation land and across the street from an elementary school - town water and private septic	White Birch Builders of Merrimack to Jonnalagadda 43133-506	\$365,000	24-Jun-04	46,305 square feet	Residence 2

Lot Sales Analysis – The chart lists ten lot sales in Acton and the information on these sales, *prior to adjustments*, is summarized in the following table:

Date of Sale	July of 2003 to March of 2005
Lot Size	20,044 square feet to 46,305 square feet
Sale Price Per Lot	\$155,000 to \$365,000

The following five sales were selected as more similar to the subject property and were analyzed in greater detail:

• Lot A Central Street	\$155,000	07/2003
• Lot 123 Paul Revere Road	\$260,000	03/2005
• Lot 24 School Street	\$187,000	12/2004
• Lot 115 Squirrel Hill Road	\$285,000	10/2004
• 7 Sylvia Street	\$275,000	05/2004

The following adjustments have been made to the comparable sales and are based on market observations of the factors that influence value:

Interest Appraised: The subject property and all of the lot sales represent the fee simple rights of ownership. No adjustment is required.

Appreciation: The first adjustment is for changing market conditions or appreciation. We have seen ample data indicating sales prices are increasing because of market conditions. The indicators published in the Federal Reserve Bank of Boston's *Repeat Home Sales Index* published monthly, suggest that most of the appreciation that has taken place occurred in the late 1990's and 2000 rather than within the past 12 months. In fact, the Federal Reserve Bank index indicated that appreciation in Greater Boston has slowed to less than 10% annually. Because most of the lot sales occurred more recently, we have adjusted the lots sales at a 6% annual rate.

Location: The subject lot is located at 214 Central Street/28 Willow Street that is considered to be an average location for Acton. The subject lot has an influence from traffic on both sides of the lot. Sale 1 on Central Street and Sale 3 on School Street are considered to have a similar location and no adjustment has been made to these sales. Sale 2 on Paul Revere Road and Sale 4 on Squirrel Hill Road have a subdivision location with less traffic and were adjusted -15% to -20%. Sale 5 is not a subdivision lot, but is located on a dead-end street and is a deep lot where the house could be set back from the road for privacy. This sale was adjusted -15% for location.

Lot Size Adjustment: No adjustment for the difference in lot size has been made to Sales 1, 2, 3 and 4. Sale 5 with one acre of land area was adjusted -10%.

View: A view amenity can increase the value of a lot. For example, lots with lake views, or hillside/panoramic views command higher prices than lots without such features. No adjustment was made to the comparable sales for a view amenity.

Water/Sewer: The subject property and all of the sales have town water and private septic. No adjustment has been made in this category.

Miscellaneous: Sale 1 is a rear lot with driveway, slope and utility easements and excess septic costs and was adjusted +20%. Sale 5 was purchased with an existing bungalow house that would need to be demolished for any redevelopment of the site. The Buyer was responsible for this expense so an adjustment of +\$5,000 has been made to this sale.

The information on the five sales, *after adjustments*, is shown below:

Date of Sale	July of 2003 to March of 2005
Lot Size	20,044 square feet to one acre
Adjusted Sale Price Per Lot	\$194,480 to \$242,250

After adjustments, the comparable sales display a range of value from \$194,000 (rounded) to \$242,000 (rounded). The greater emphasis has been placed on Sale 1 at Lot A Central Street with an adjusted sale price of \$206,150, Sale 2 at Lot 123 Paul Revere Road with an adjusted sale price of \$227,500, Sale 3 at Lot 24 School Street with an adjusted sale price of \$194,480 and Sale 5 at 7 Sylvia Street with an adjusted sale price of \$231,875.

The market data presented is for comparable sales that are considered to be the best examples from the current market that are similar to the subject property. We have selected a retail market value of **\$225,000** for the 214 Central Street/28 Willow Street lot.

This value has then been adjusted for the cost of demolition/removal as follows:

Market Value	\$225,000
Less the Cost of Demolition/Removal	<u>5,000</u>
	\$220,000

The sales adjustment grid follows:

Sales Adjustment Grid											
Appreciation Adjusted at 6% Annually											
	<u>Subject</u>	<u>Sale #1</u>	<u>Adj.</u>	<u>Sale #2</u>	<u>Adj.</u>	<u>Sale #3</u>	<u>Adj.</u>	<u>Sale #4</u>	<u>Adj.</u>	<u>Sale #5</u>	<u>Adj.</u>
Property Address	214 Central Street/ 28 Willow Street Acton	Lot A Central Street Acton		Lot 123 Paul Revere Road Acton		Lot 24 School Street Acton		Lot 115 Squirrel Hill Road, Acton		7 Sylvia Street Acton	
Property Rights	Fee Simple	Fee Simple		Fee Simple		Fee Simple		Fee Simple		Fee Simple	
Sales Date	N/A	7/2003		3/2005		12/2004		10/2004		5/2004	
Sales Price	N/A	\$155,000		\$260,000		\$187,000		\$285,000		\$275,000	
Appreciation			\$20,150		\$6,500		\$7,480		\$14,250		\$20,625
Location	Average	Average		Good	(\$39,000)	Average		Good	(\$57,000)	Good	(\$41,250)
Lot Size	15,799 square feet	20,044 square feet		26,774 square feet		24,050 square feet		25,920 square feet		1 acre	(\$27,500)
View	Average	Average		Average		Average		Average		Average	
Water + Sewer	Town water Private septic	Town water Private septic		Town water Private septic		Town water Private septic		Town water Private septic		Town water Private septic	
Miscellaneous	—	Rear lot with easements and excess septic costs	\$31,000	—		—		—		Demolition cost	\$5,000
Total Adjustments			\$51,150		(\$32,500)		\$7,480		(\$42,750)		(\$43,125)
Indicated Value		\$206,150		\$227,500		\$194,480		\$242,250		\$231,875	

RECONCILIATION AND VALUE CONCLUSION

The value of the subject property has been estimated by application of the Sales Comparison Approach. The Cost Approach and the Income Capitalization Approach were not considered applicable to this assignment because the subject property is essentially vacant land.

The Sales Comparison Approach is based upon an analysis of ten sales of vacant land. These properties are both similar to and different from the subject property. These sales were adjusted for differences between them and the subject property, resulting in an indication of market value from the Sales Comparison Approach of \$225,000. The cost to demolish and remove the existing building was then subtracted from this value for a final value of \$220,000.

The Sales Comparison Approach is considered to be a reliable indicator of value. It is concluded, based upon the data and analysis presented herein that the market value of the fee simple interest in the subject property, as of August 29, 2005 is:

TWO HUNDRED TWENTY THOUSAND (\$220,000) DOLLARS

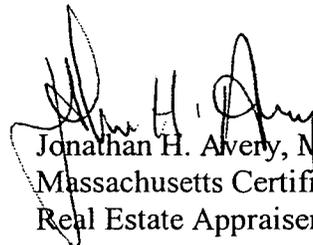
CERTIFICATION OF VALUE

We certify that, to the best of our knowledge and belief,...

- the statements of fact contained in this report are true and correct.
- the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal unbiased professional analyses, opinions, and conclusions.
- we have no present or prospective interest in the property that is the subject of this report, and we have no personal interest or bias with respect to the parties involved with this assignment.
- our engagement in this assignment was not contingent upon developing or reporting predetermined results.
- our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute.
- use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- Mr. Avery is currently certified under the voluntary continuing education program of the Appraisal Institute and John H. Neas is currently certified under the voluntary continuing education program of the Massachusetts Board of Real Estate Appraisers.
- we have made a personal inspection of the property that is the subject of this report.
- no one provided significant professional assistance to the persons signing this certification.
- the appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.



John H. Neas
Massachusetts Certified General
Real Estate Appraiser #73

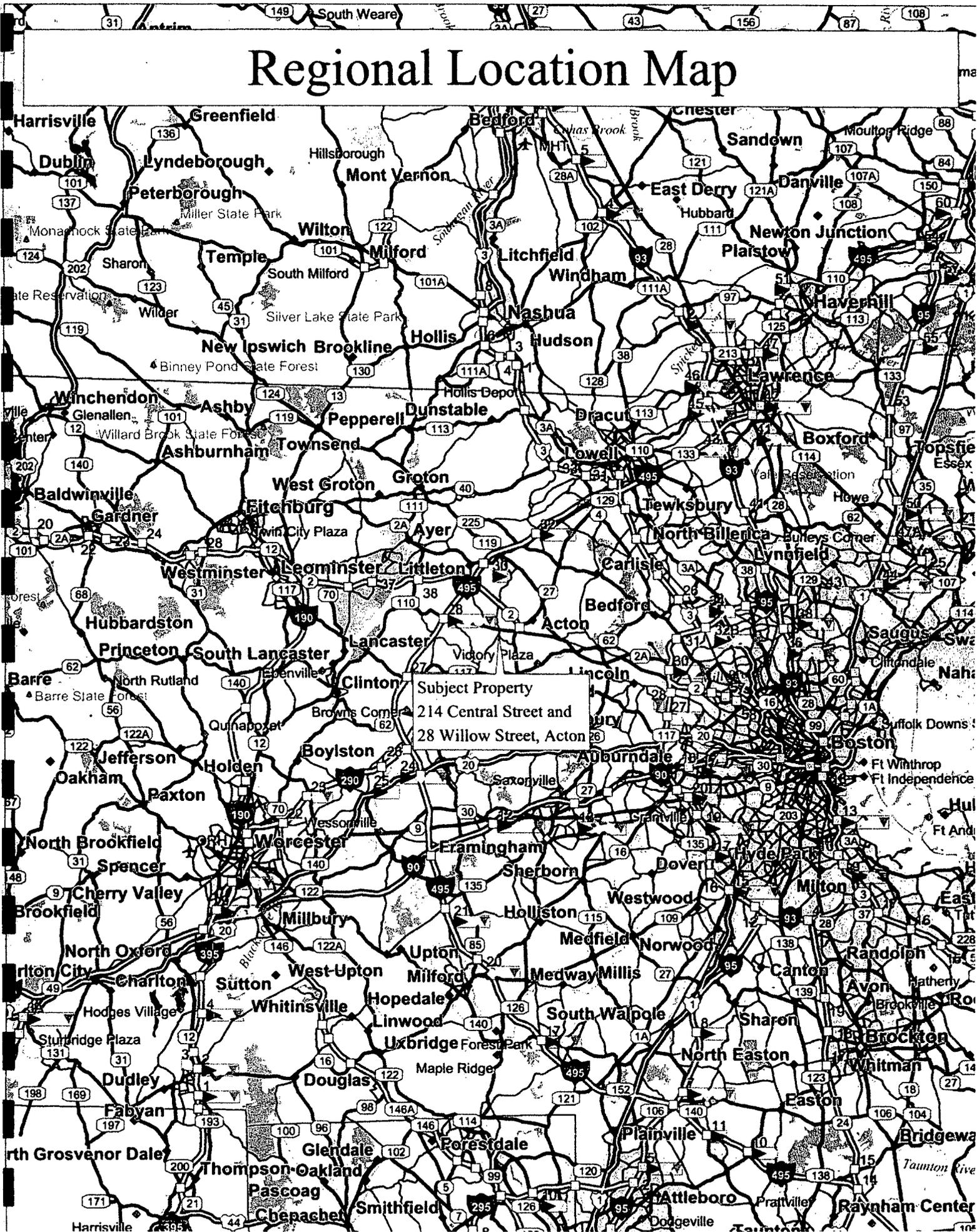


Jonathan H. Avery, MAI, CRE
Massachusetts Certified General
Real Estate Appraiser #26

ADDENDA

LOCATION MAPS

Regional Location Map



Neighborhood Location Map





INTERDEPARTMENTAL COMMUNICATION

Acton Board of Health - Telephone 978-264-9634 - Fax 978-264-9630

June 14, 2002

TO: John Murray, Assistant Town Manager

FROM: Doug Halley, Health Director

O'Reilly, Talbot and Okun has completed a draft Phase II Report for 28 Willow Street, in accordance with the provisions of Chapter 21E of Massachusetts General Law. Town Counsel is currently reviewing the draft and the final version should be submitted to DEP within the next two weeks.

This report finalizes the actions the Town has taken under its Remediation Abatement Measure. As required under law a Method 3 risk characterization was performed after the remediation measures were implemented. That characterization concluded that a condition of "No Significant Risk" has been obtained. As such the remediation effort can be classified as a "Permanent Solution" and no other action is required.

Based on this I will request that Town Counsel draft a letter to the Selectmen verifying that the property may now be transferred. In regards to that transfer I have talked with Garry Rhodes regarding the building status of these two lots and he confirms that the lots cannot be separated. Under current zoning a single-family house can be built on these properties or an owner occupied four-apartment complex can be built.

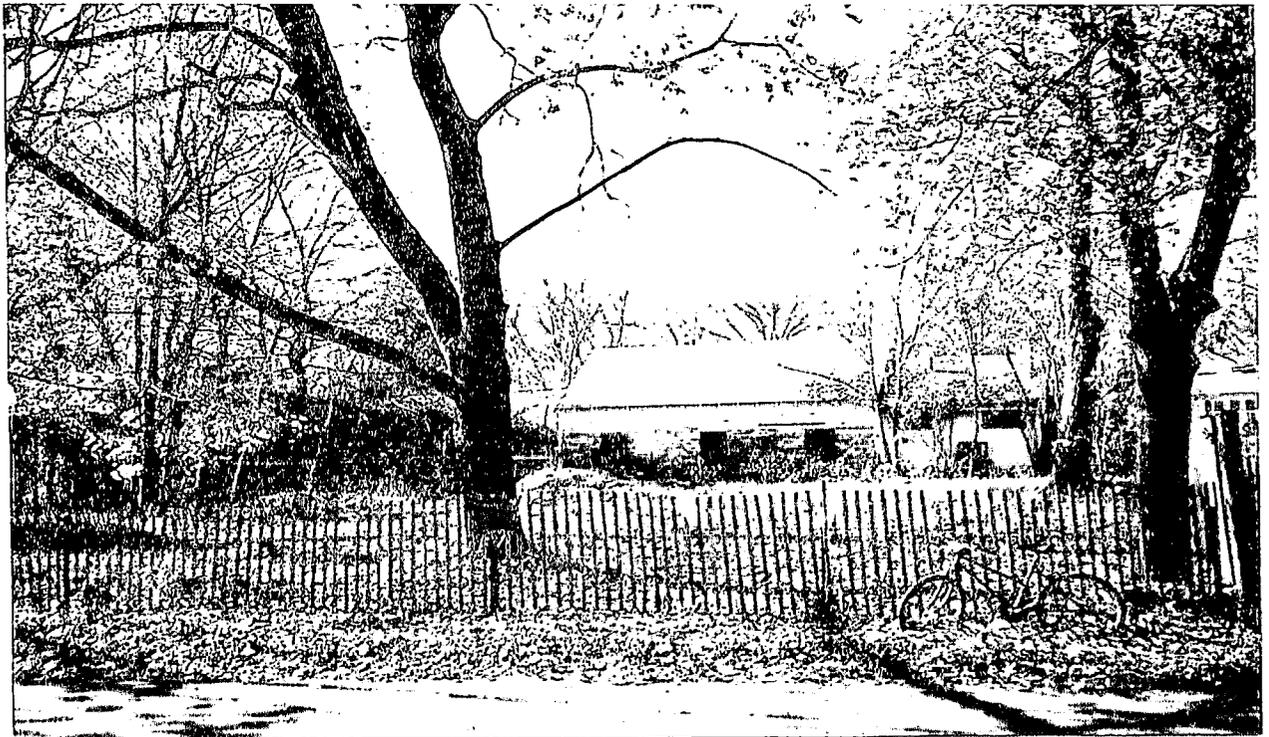
WEST ACTON VILLAGE NEIGHBORHOOD



**Acton Community Housing Corporation
Affordable Housing Proposal**



28 Willow Street



214 Central Street

**Acton Community Housing Corporation
Affordable Housing Proposal**



28 Willow Street



214 Central Street

**Willow/Central Affordable Housing Development
Acton Community Housing Corporation
Acton Town Hall
472 Main St.
Acton, MA 01720
(978) 263-9611
achc@acton-ma.gov**

MARKETING AND OUTREACH PLAN

General Information

The Town of Acton and the Acton Community Housing Corp. (ACHC) have worked in partnership to provide affordable housing opportunities in Acton since 1986. The Willow/Central development will provide three new units for low and moderate income households on a parcel of Town-owned land in the West Acton Village area. This is the first effort by ACHC to design and administer an affordable housing project.

Acton, MA is located northwest of Boston with easy access to Routes 2, 495 and 128/95 and is on the local commuter rail line, Fitchburg to Boston. Acton is a desirable town to live in, it has an award-winning school system, outstanding public service amenities, a full range of commercial services, and employment opportunities, while still maintaining its small town feel.

The development will include a duplex farmhouse style building at 214 Central Street and a single family bungalow style building at 28 Willow Street. The duplex will contain a 3-BR unit and a 2-BR unit, the bungalow will be a 3-BR unit.

Two of these units will be sold, by lottery, to persons who meet the eligibility requirements and have incomes at 70-80% of the area median income, adjusted for household size. The home prices are \$157,900 for the two bedroom duplex unit and \$176,900 for the three bedroom bungalow unit. The 3BR duplex unit will be offered to the Acton Housing to be used for low income family rental housing or will be sold as a below-market unit to a household at 130% of the AMI. The price for this unit is \$330,000.

All units will have a "Deed Rider" that will be attached to the deed and recorded for each unit. This deed rider restricts the amount that the unit can be resold for and requires subsequent buyers to have qualifying household incomes. The deed rider insures that the unit stays restricted in perpetuity.

Marketing and Outreach Plan

Acton Community Housing Corp. (ACHC) will be administering the application process and lottery to select the eligible program applicants. The application and lottery process, as well as the eligibility requirements, is described in this plan.

There will be 1 unit available for sale to an affordable household who meets the local preference criteria (subject to DHCD approval), the second unit will be designated for an at-large affordable household. The third unit will be either purchased by the Acton Housing Authority or sold to a 130% AMI household.

Affirmative fair marketing of the affordable units shall be conducted to provide maximum opportunity for low and moderate-income households, including minority households, to apply for the lottery. Ads will be placed in local and regional newspapers, Boston area newspapers, and newspapers serving minority communities. Notification will also be sent to: Metrolist Clearinghouse at Boston City Hall , PO Box 5996 , Boston , MA 02114 -5996 and will be posted on the CHAPA website at: <http://www.chapa.org/> CHAPA, 18 Tremont Street, Suite 401 Boston, MA 02108.

Notices will be sent to local government employees, area churches, local and regional housing agencies, local housing authorities, civic groups, lending institutions, social service agencies, and other non-profit organizations.

ACHC maintains a mailing list of 135 local potential applicants and an additional 100 out of town households. This list is comprised of past lottery participants and those who have contacted the ACHC for information and have requested to be added to the list.

Application availability and a public information meeting will be announced, with a minimum of two ads, in The Beacon, the local newspaper. We will also work closely with the Beacon to have articles placed to ensure awareness of the project and the available affordable housing opportunities.

Applications can be requested through the ACHC by phone or email or may be picked up at the Planning Department, Acton Town Hall, 472 Main St., Acton, MA. An information package and application form will be available in electronic form to facilitate distribution and completion.

A confirmation letter will be sent to all eligible applicants with their lottery code after the lottery application deadline. This code will be used to announce the lottery winners during the lottery drawing, to ensure applicants' privacy.

Summary

We believe this outreach program will ensure that the maximum number of interested First Time Homebuyers will be notified of this opportunity to purchase a new home in Acton. These guidelines will ensure the fair processing of all potential applicants.

**Willow/Central Affordable Housing Development
Acton Community Housing Corporation
Acton Town Hall
472 Main St.
Acton, MA 01720
(978) 263-9611
achc@acton-ma.gov**

LOTTERY PROCESS FOR 2 AFFORDABLE UNITS

ELIGIBILITY REQUIREMENTS

Each applicant for the Lottery must meet the following eligibility requirements:

1. Must be a first time homebuyer (never owned or not owned a home as a principal residence for a period of three years.)
2. Meet the maximum allowable income, as follows:

Household Size	3	4	5
Max Allowable Income	59,550	66,150	71,450

3. Have less than \$50,000 in household assets.
4. Meet the Local Preference Eligibility Criteria for 1 unit only.
5. Able to secure a 30-year fixed rate mortgage. Non-household members are not permitted to be co-signers on the mortgage.

LOTTERY PROCESS AND PREFERENCES

The lottery will be held in the Acton Town Hall. Date to be determined.

ACHC will screen all applications and eligible applicants will receive a confirmation letter to invite them to participate in the lottery.

Preferences:

Each applicant must meet at least one of the following criteria to be in the local preference pool:

- Current Acton Resident
- Non Dependent Child of a Current Acton Resident
- Employed by the Town of Acton, Acton-Boxborough Regional School District or Acton Water District.
- Employee working privately in Acton.

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

Local Pool:	1 unit	(3 BR bungalow)
At-Large Pool:	1 unit	(2 BR duplex)

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

Minority Representation

A preliminary drawing will be held if the percentage of minority applicants in the Local Preference Pool is less than 17.5%, as determined by recent Census data for the Boston area. This drawing will be comprised of all minority applicants who did not qualify for the local pool. Applicants will be pulled from the minority pool and added to the Local Pool to meet the required number of applicants to achieve the appropriate minority representation in the Local Pool. Minority households are identified in accordance with the regulatory classifications established by HUD.

Household Size

Household size will be a determination in lottery ranking. In all cases, preference will be given to households of three or more people for the two bedroom unit and four or more for the three bedroom unit. If no preferred households apply or qualify for the lottery, then the unit will go to the next smaller household on the list according to the rank order of the lottery draw.

**Willow/Central Affordable Housing Development
Acton Community Housing Corporation
Acton Town Hall
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DESIGN AND CONSTRUCTION

COVER SHEET

1. Proposed buildings by design, ownership type, and size

Building on 214 Central St.

- Duplex Farmhouse style
- Condominium
- One 3BR unit, one 2BR unit

Building on 28 Willow St.

- Bungalow style
- Condominium
- 3BR unit

2. Dwelling unit distribution by floor, size, and bedroom/bath number

- Each unit is on 2 floors
- 3BR duplex unit: 1526 square feet of living space, 3 bedrooms, 1.5 baths
- 2BR duplex unit: 1212 square feet of living space, 2 bedrooms, 1.5 baths
- 3BR bungalow unit: 1320 square feet of living space, 3 bedrooms, 1.5 baths

3. Square footage breakdown of commercial, residential, community, and other usage in the buildings

- 100% residential usage

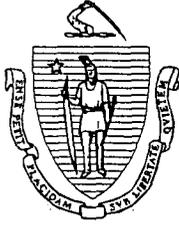
4. Number of parking spaces

- 2 per unit

Checklist of Attachments

- Letter of support signed by Chief Elected Official of municipality
- Letter of support from local housing partnership (if applicable)
- copy* Signed letter of interest from a construction lender (see Instructions)
- Map of community showing location of site (see Instructions)
- Directions to site from I93 or I90 in Boston or from nearest train station if appropriate (please do not use MapQuest or MapBlast)
- Check payable to DHCD *fee waived*
- Rationale for calculation of affordable purchase prices or rents (see Instructions)
- copy* Copy of site control documentation (deed or Purchase & Sale or option agreement)
- Last arms length transaction or current appraisal under by-right zoning *Bos*
- 21E summary (if applicable) *1 DC*
- Photograph of existing building(s) and/or site
- ↗ Site Plan showing location of affordable units *2c*
- ↗ Sample floor plans and/or sample elevations *2c*
- copies* Marketing plan including plan for outreach to minorities
- copies* Lottery plan

*Filed w/ DHCD
9/27/05*



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

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

December 5, 2005

Ms. Nancy Tavernier, Chair
Acton Community Housing Corporation
Town Hall – 472 Main Street
Acton, MA 01720

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

RE: Willow and Central Streets, Acton - Determination of site eligibility and preliminary approval under Local Initiative Program (LIP)

Dear Ms. Tavernier and Mr. Ashton:

I am pleased to inform you that your application for Local Initiative Program (LIP) designation for the proposed Willow and Central Streets 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 three housing units, two of which will be affordable home ownership housing. The proposed sales price of the two LIP units is generally consistent with the standards for affordable housing to be included in a community's Chapter 40B affordable housing stock. The Town of Acton has granted site control of the 0.36 acre proposed project site to the project sponsor, Acton Community Housing Corporation (ACHC). As part of the review process, staff of the Department of Housing and Community Development conducted a site visit with representatives of the ACHC 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. The Acton Community Housing Corporation (ACHC) meets the general eligibility standards of the Local Initiative Program.

The proposed project will be required to comply with all state and 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,

Given the town's actions in working with the ACHC, granting of site control to the ACHC, and subsequent vote to support this LIP Application, DHCD recognizes that the town has met the local action requirements of 760 CMR 45.00.

The specifics of this project must be formalized in a regulatory agreement signed by the municipality, the project sponsor (Acton Community Housing Corporation), and the DHCD prior to starting construction. Information concerning both the regulatory agreement and the procedures that must be followed for the sale of the units will be forwarded to you by DHCD once the comprehensive permit is granted.. 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 Willow/Central Streets project consists of three (3) units, two (2) of which shall be 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 2- bedroom affordable units will not exceed \$130,000, and the initial purchase price for the three-bedroom unit shall not exceed \$145,000.

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 to the Citizens Housing and Planning Association (CHAPA) website, http://www.chapa.org/housing_lotteries.htm.

Preference for the 2 LIP units will be allocated as follows:

Acton Local Preference	1	Open Pool	1
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Town residents and town/school employees are both local preference applicants in the local preference pool. Please note: the local preference definition must be approved by DHCD. No local preference criteria with durational residency requirements are allowed.

The local preference pool must reflect the minority representation of Boston PMSA as defined by HUD (17.5%). 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".

2. 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, all members of the

development team, unit design, changes in proposed financing, additional financing (if any) or site plan.

As the Willow and Central Streets project nears completion of construction, DHCD staff will visit the site to ensure that the development meets program guidelines.

3. 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.

The Willow and Central Streets 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).

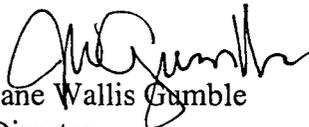
Please note: prior to the sale of any units in the project, DHCD must review and approve the Schedule of Beneficial Interest included in the condominium master deed. The percentage interests assigned to the Low and Moderate Income Units must conform to the condominium fees DHCD approves for the Low and 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.

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.

This letter shall expire two years from this date, or on December 5, 2007, unless a comprehensive permit has been issued and construction has begun.

We congratulate the town of Acton and the Acton Community Housing Corporation on their shared efforts 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: Jonathan Wagner, Chair, Acton Zoning Board of Appeals
Don Johnson, Acton Town Manager
Roland Bartl, Acton Town Planner
Policy Office, DHCD
Legal Office, DHCD

Willow and Central Streets, Acton, Massachusetts

LOCAL INITIATIVE PROGRAM – COMPREHENSIVE PERMIT PROJECT

Sponsor:

Acton Community Housing Corporation (ACHC)
Town Hall – 572 Main Street
Acton, MA 01720

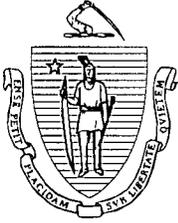
Project Address:

Willow and Central Streets
Acton, MA 01720

This project will provide homeownership opportunities for affordable and market rate units as shown below:

Type of Unit	# Units	# Bdrms	# Baths	Gross Square Feet	Maximum Sale Price	Homeowner Assoc./Condo Fee*
L.I.P. Units	2	2 br – 1	1.5	1212	\$130,000	TBD
		3 br – 1	1.5	1526	\$145,000	
Market Unit	1	3 br	1.5	1,320	\$330,000	TBD
Total Units	3					

* Pursuant to MGL, c. 183A, 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 the market unit .



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

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

December 15, 2005

Ms. Nancy Tavernier, Chair
Acton Community Housing Corporation
Town Hall – 472 Main Street
Acton, MA 01720

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

RE: 1st AMENDMENT - Willow and Central Streets, Acton - Determination of site eligibility and preliminary approval under Local Initiative Program (LIP)

Dear Ms. Tavernier and Mr. Ashton:

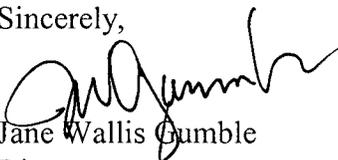
The site eligibility letter for the above referenced project is amended by changing the proposed prices of the units. The fourth paragraph on the second page of the letter now reads as follows:

“As stated in the application, the Willow/Central Streets project consists of three (3) units, two (2) of which shall be 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 2- bedroom affordable units will not exceed \$157,000, and the initial purchase price for the three-bedroom unit shall not exceed \$176,500. “

The chart of project activity accompanying the letter is also amended to reflect the affordable unit prices above.

All other terms and conditions of the site eligibility letter of December 5, 2005 remain in effect

Sincerely,


Jane Wallis Gumble
Director

cc: see next page

cc: Jonathan Wagner, Chair, Acton Zoning Board of Appeals
Don Johnson, Acton Town Manager
Roland Bartl, Acton Town Planner
Policy Office, DHCD
Legal Office, DHCD

WILLOW CENTRAL, LLC
C/O MCO & ASSOCIATES, INC
P.O. Box 372
HARVARD, MASSACHUSETTS 01451
978-456-8388

May 18, 2007

Department of Housing and Community Development
ATTN: Marilyn Contreas
100 Cambridge Street – Suite 300
Boston, MA 02114

RE: Willow and Central Street, Acton MA LIP
Change of Development Team Member

Dear Marilyn:

Pursuant to the Site Approval granted December 5, 2005, and updated December 15, 2005, this letter is being submitted to seek approval of a change to the development team. Specifically, please be advised that MCO & Associates, Inc. has been designated as the project developer through an RFP issued by the Acton Community Housing Corporation (ACHC). Further, MCO & Associates, Inc. has reserved "**Willow Central LLC**" at the Secretary of State's office and will have the comprehensive permit transferred to this entity.

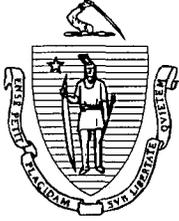
MCO & Associates, Inc. has extensive experience in the development of affordable housing and was selected by ACHC after a thorough review of our capabilities.

If you could please provide a letter approving the change of project developer from ACHC to "**Willow Central LLC**" at you earliest convenience, it would be greatly appreciated. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,


Mark C. O'Hagan
MCO & Associates, Inc.
Willow Central LLC

Cc: ✓ Nancy Tavernier, ACHC ;
Peter Ashton, Acton Board of Selectmen
Stephen Anderson, Anderson & Krieger, Acton Counsel



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

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

June 11, 2007

Peter Ashton, Chair
Board of Selectmen
Acton Town Hall
472 Main Street
Acton, MA 02720

Mark O'Hagan
Willow Central LLC
c/o MCO Associates
P.O. Box 372
Harvard, MA 01451

RE: Willow and Central Street, Local Initiative Project

Dear Messrs. Ashton and O'Hagan:

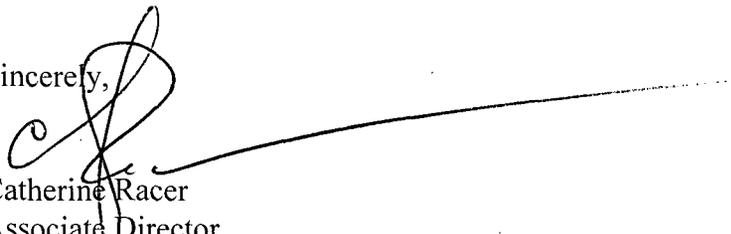
The Town of Acton has submitted for DHCD approval the development team chosen by the town to develop the three units of housing at Willow and Central Street. This has been done to satisfy the Site Eligibility and Preliminary Approval Condition #2 of December 5, 2005 (updated on December 15, 2005).

Through an RFP issued by the Acton Community Housing Corporation, the town has selected Willow Central LLC. DHCD approves the selection of the development team.

We are pleased with the progress that the town has made with this project. With the development team in place, we look forward to the construction and completion of the project.

If you have any further questions regarding this project, please contact Toni Coyne Hall at 617-573-1351.

Sincerely,



Catherine Racer
Associate Director

cc: Nancy Tavernier, AHC