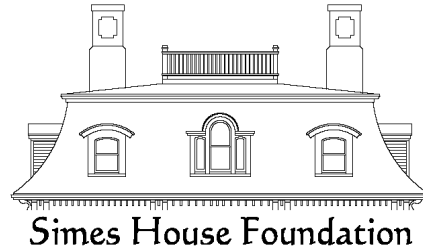


BOARD OF DIRECTORS MEETING SUMMARY
406 Billington Street, Plymouth
6:30 PM • THURSDAY • 06-06-2013



Meeting called to order 6:45pm by R. Parker.

Present: R. Parker, M. Parker, W. Shain, B. Shain, J.
Pierson, S. King, G. Green, J. Hoagland (arrived 7:00pm)
Absent: J. Metcalfe, T. Manter, T. Gwilliam

• **Zoning Update (R. Parker)**

- R. Parker reported on conversations with Lee Hartmann and Paul McAuliffe from Town Planning and Building Inspection, respectively. Mr. McAuliffe acknowledges the 501(c)(3) status of SHFI, but expressed concern with SHFI renting office space to for-profit entities.
 - Dealing with Mr. Hartmann, R. Parker is working on a very subtle change of the definition of the zoning bylaw for “accessory use of structure”:
 - “Accessory use of structure: a use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure. The leasing or renting to a for-profit entity of less than 25% of the gross floor area of a facility owned and operated by a 501(c)(3) non-profit educational use is accessory and incidental to the primary use.”
 - Also discussed overlays, making the area adjacent to the general commercial, transitional commercial, neighborhood commercial overlay.
 - Current calculations of gross floor areas suggest that possible for-profit uses would not exceed 22%, thereby not exceeding the maximum allowable accessory use definition.
 - Occasional use of 1st floor for meeting space and special functions (e.g., weddings) might also be included, but as occasional use, feeling is that “accessory and incidental use” would remain below 25% limit.
 - This constitutes a Town ByLaw change and will require a petition to Town Meeting.
 - R. Parker will prepare the petition, secure the necessary minimum of 10 signatures and submit before August deadline.
 - This will be a warrant article for approval at Fall Town Meeting.
 - Next step: R. Parker to report back to Lee Hartmann with calculations, direction from Foundation Board of Directors
 - 3rd floor is zoned single family, R20SL zoning. With two apartments planned, we will need a **special permit**. Brief discussion followed including tax obligations for for-profit vs. non-profit rent collections, redesign for a single apartment in the house with 2nd apartment in “barn-like” structure that might not require a special permit, and mixed use (for-profit and non-profit) rentals with possible alternative rental fees to accommodate added costs associated with incremental taxes.

- **Review of 5/31/13 Building Plans recently updated by J. Metcalfe**
 - Changes include LULA elevator to 3rd floor, elimination of common washer-dryer room, relocation of apartment bathrooms, addition of pocket-doors in apartments, other changes in design on 1st floor including internal French doors.
 - Brief discussion of flexibility in design going forward as Red Hawk Studios engages in preparation of design and bid package.
 - Future thought proposed for heating/cooling system locations, limited cabinetry and storage, other considerations that will have to be addressed as Red Hawk Studios and MEP contractors (mechanical, electrical and plumbing) are engaged during the development of Phase 2 interior renovation design package.
 - Current design allows handicap access to all floors of house, but apartment design does not currently support handicap livability.
 - Current draft Schedule:
 - Red Hawk could begin architectural services by mid-June.
 - Design package and final drawings available by mid-to-late August.
 - RFP process and selection of General Contractor by mid-October.
 - Red Hawk is estimated that without unforeseen delays, Phase 2 should take about 6 months, making most of work completed by May-June 2014. This may be a bit optimistic, but is under review.
 - **Motion:** To accept in substance, the preliminary architectural plans submitted by J. Metcalfe, dated 5/31/13 and forward same to Red Hawk Studios. 1st by R. Parker, 2nd by J. Pierson.
 - Motion passed unanimously, 8-0.

- **Building Committee Report (W. Shain)**
 - Vareika construction expected to complete Phase 1 in coming weeks. Currently working on “punch list” and staining of porches. Recent rains are slowing down completion, but should all be buttoned up by end of month.
 - Notation that rocks have been found on flat roof on east and north sides of building. A large enough rock could cause a tear in rubber roofing. We need to vigilantly watch for anyone throwing stones at house. Vareika also suggested that access to widow’s walk should be limited to prevent damage to that rubber roof. We could consider walk-pads at additional cost, but that is a permanent solution and will retain water between storms. Best option is to limit roof access to times of repair.

- **History Committee (B. Shain)... not recorded.**
 - Brief discussion of findings to be shared with membership and general public in near future.

- Motion to adjourn made and passed at 8:35pm.

Submitted 06/07/2013 by W. Shain, Secretary.