

AFFORDABLE HOUSING TRUST
Meeting Minutes
September 16, 2019

ATTENDEES: Nancy Chapman, Maura Curran, Steve Irish, Ruth Wagner

Other Attendees: Rebecca Lewis (Planning Board Liaison)

The meeting was called to order at 6:30 pm

The agenda was accepted by unanimous vote

Acceptance of minutes: The July 17, 2019 minutes were accepted as written by unanimous vote.

Discussion –Nancy Chapman research on costs & timeline for Housing Production Plan (HPP) -

Ms. Chapman summarized her discussions with consultants Jenn Goldson and Karen Sunnarborg. She was not able to connect to Judy Barrett.

- Ms. Sunnarborg said that she did the initial Housing Production Plan in 2007 and the update in 2014, which was published in January 2015. Ms. Sunnarborg recalled that she met with the Planning Department and the AHT Board. She noted that the 2018 census will be released this fall and should be included in the report; the timing is good for the report. Regarding costs, she said it depends on how much you include or engage the public. She recommended were to add a community meeting and possibly a stakeholders meeting. She offered that she has just finished reports for Norwell and Hingham.
- Ms. Chapman spoke to Jenn Goldson earlier in the year. At that time, Ms. Goldson said that one public hearing should be held at the end of the process. She also noted that there may be a political benefit to engaging the entire community or areas that are controversial. If there is already a process for affordable housing via the Master Plan then the HPP should be tied into it. She also recommended focus groups but that will add to the cost.

Ms. Chapman said that there is a wide range between estimates: Goldson is \$19,250 and Sunnarborg is \$9,750. She added that it might not be “apples to apples”. It was noted that Ms. Goldson’s bid includes \$5,000 for GIS which the Board considered unnecessary.

Ms. Curran said that the RFP will help to clarify the details; you start with a base plan and then add itemized additional options.

Discussion/Vote: To Support Payment of Housing Production Plan (*expires 8/2020*)-

The Board discussed who should determine the scope of the plan; it was unclear whether or not that was Planning’s role. They agreed that AHT was being asked to fund it.

A MOTION was made by Ms. Curran to support a joint effort between Planning and the Affordable Housing Trust to complete a Housing Production Plan including the payment of such services once they are determined; seconded by Ms. Wagner; all in favor.

Discussion: Housing Production Plan RFP next steps –

Ms. Chapman will forward - via email - her findings to Brad Washburn. The Board will need assistance with the process and the timing. Mr. Irish and Ms. Sprague will contact Brad for a copy of a sample RFP.

New/Old Business –

Mr. Irish told the Board that, after 10 years, Barbara Cox has resigned. Ms. Curran will say something at the next BOS meeting.

There was a discussion about potential candidates for the open board position. Ms. Lewis offered to reach out to some people. Ms. Sprague confirmed that she notified Lorraine Devin in the Selectmen's office.

The meeting was adjourned at 7:30 pm by unanimous vote.

Submitted by Mary Sprague

Documents Submitted: