AFFORDABLE HOUSING TRUST

Meeting Minutes

October 16, 2019

**ATTENDEES**: Nancy Chapman, Maura Curran, Stephen Irish/Chair *(via phone)*, Ruth Wagner

Other Attendees: Rebecca Lewis (Planning Board Liaison); Natalie Dickinson (Social Work Student from Simmons College)

The meeting was called to order at 6:30 pm

The agenda was accepted by unanimous vote

Acceptance of minutes: The August 21, 2019 and September 16, 2019 minutes were accepted as written by unanimous vote.

**Discussion – Housing Production Plan (HPP)**

Mr. Irish said that Brad Washburn sent an example for an RFP request which was forwarded to the board. The next step would be to draft a letter and send to three firms. He suggested asking for both a basic proposal and a proposal with additional line items.

Ms. Chapman will ask the Planning Department if there is a request letter and RFP from the last update on file; Laura Harbottle handled it and there may be a file.

Ms. Chapman will put a template together and forward to the Board for review prior to November meeting when they will vote on the criteria.

The Board agreed to try to get the RPF out by December 1st. Ms. Curran will confirm with Mr. Washburn that he will send the request and manage the RFP. The Board’s role should be to confirm criteria and provide the funding.

**New/Old Business**

Ms. Curran asked Ms. Dickinson to explain to the Board why she attended the meeting. She responded that she is writing a paper related to 40B. Ms. Curran reviewed the AHT history and goals to keep Scituate a diverse community and explained the difference between affordable homes and 40B’s and how the 40B process works in Scituate. There was additional discussion about upcoming developments, how the Trust is funded, and recent successes and the process to qualify for the lottery. Ms. Curran also explained the RFP process to Ms. Dickinson.

Ms. Lewis noted a potential emerging issue related to affordable houses going into disrepair with the owners unable to afford the ongoing maintenance. She has recently seen an affordable house come on the market in poor condition. There is no plan in place for maintenance of these homes once they are sold.

The meeting was adjourned at 7:20 pm by unanimous vote.

*Submitted by Mary Sprague Documents Submitted:*