AFFORDABLE HOUSING TRUST

Meeting Minutes

November 20, 2019

ATTENDEES: Nancy Chapman, Steve Irish, Ruth Wagner

The meeting was called to order at 6:30 pm

The agenda was accepted by unanimous vote

Acceptance of minutes: Ms. Wagner made a MOTION to accept the October 16, 2019 minutes as written; seconded by Mr. Irish; all in favor.

**1) Discussion – Potential new members and total number to be added**

Ms. Chapman notified the Board that Jessica Guardia is a new appointee to the Board, bringing their number to five. She discussed her interview with the Board of Selectman, which was well received. Ms. Guardia noted that she had been selected for the affordable house on Nelson Road.

**2) Discussion – Housing Production Plan RFP**

Mr. Irish read Maura Curran’s update on her conversation with Brad Washburn: *“Brad confirmed that he would welcome the input regarding the scope, etc., but that he will issue the RFP’s to the organizations Nancy (Holt) has identified and manage the process. No need to write up anything more than the criteria we want to ensure is included.”*

Ms. Chapman told the Board that Mr. Washburn could not find the RFP from the last update.

a) Review State mandated portions and what firms to send to– The Board agreed that it is not their role to review the State mandated portions and the firms are already selected

b) Discussion/Vote – RFP Add-on(s) to be requested in proposal - There was a discussion about options and pricing, including how many public meetings and/or focus groups to hold, and the need to advertise the meetings and/or do a press release.

A **MOTION** was made by Mr. Irish to add the following items to the RFP: 1) initial overview meeting, 2) focus group, 3) open community meeting; seconded by Ms. Wagner; all in favor.

**Note**: The Board said it views the final review meeting with the Board of Selectman as part of the required items in the report, and not an add-on. The Board needs to confirm with Mr. Washburn. The Board also agreed to ask Mr. Washburn to make sure the report includes a timeline for the tasks to be completed.

Mr. Irish will send the requirements to Mr. Washburn.

**3) Old Business**- there was no old business

**4) New Business** – The following future meeting dates were selected: 2/19, 3/18, 4/15, 5/20

**5) Adjournment** – The meeting was adjourned at 7:30 pm

*Submitted by: Mary Sprague*