AFFORDABLE HOUSING TRUST

Meeting Minutes

January 15, 2020

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: Ms. Wagner made a MOTION to accept the November 20, 2019 minutes as written; seconded by Mr. Irish; all in favor.

**Discussion/Vote on Bids Received for Housing Production Plan**

Mr. Irish noted that Brad Washburn, the Director of Planning & Development, has left the Town of Scituate for a new job. Prior to that he had sent out a request for proposal to three potential bidders, who all responded:

* Jen Goldson – declined due to timing
* Judy Barrett came in at $16,000
* Karen Sunnarborg came in at $10,750

Mr. Irish read an email from Mr. Washburn who supported Ms. Sunnarborg’s bid.

A MOTION was made by Ms. Curran to approve awarding the contract for the Scituate Housing Production Plan to consultant Karen Sunnarborg of Jamaica Plain, as submitted on December 6, 2019, and not to exceed the amount of $12,000; seconded by Ms. Chapman; all in favor.

 Mr. Irish will send a follow-up email to Karen Joseph, the Town Planner.

**Discussion – Annual Town Report due in February**

Mr. Irish told the Board he will submit the report. The Board discussed some 2019 highlights for the report: Lawson Green received approval from the State, the Board received funding from CPC, the Board worked in collaboration with the Planning Department to solicit HHP bids, and the Board had one member resign and a new member was appointed.

**Old Business** – there was no old business

**New Business** – There was a discussion about an organization called Neighbor Works and emerging housing services and putting their information on the AHT Town webpage.

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

*Submitted by: Mary Sprague*