



## Affordable Housing Committee Meeting Minutes

Date: January 26, 2021

Time: 7:00 pm

Location: Remote

**Attendees:** Chairperson, Brian Keating; Clerk, Lora Woodward; Members: Ken Hartlage, Renee D'Argento

**Guests:** Margaret Scarsdale, Select Board; Deb Fountain, Mark Mathews, and Chuck Walkovich, all with Master Plan Implementation Team (MPIT)

### 1. Call to Order

7:14pm by Chair, Brian Keating

### 2. Acceptance of Minutes of any previous meetings

Ken Hartlage makes motion to accept the meeting minutes of 1/05/21; Lora Woodward seconded. Vote was 4-0. Motion passed.

### 3. MPIT Meeting Summary – Deborah Fountain

The whole MPIT team is here this evening: Deb, Chuck, and Mark. Deb says that the committee's task this meeting is to assign priorities for the recommendations. Brian was to send out the files Deb put together. Deb shared that some of the organizations that have a lot of recommendations were looking for guidance on applying priorities and MPIT recommended using the Eisenhower Priority Matrix. Goal tonight would be to assign priorities and assign lead person. The following discussions occurred around each recommendation related to the Affordable Housing Committee (AHC):

- i. 2.10 - #2 – Ken Hartlage said that John Ladik has language already drafted (Later in the meeting Ken said that it wasn't John who did this work); Deb said that typically, the subject matter experts put forward the bylaw language; statutory language can come from AHC. Point people: Lora/John (*note: I think we mean for the point people to be Lora/Sean as Sean has been researching the bylaw – LW*)
- ii. 2.3 - #2 – Planning Board (PB) to lead
- iii. 5.11 – #2 - Select Board will not take the lead role; Community Preservation Act (CPA) committee is the lead for this; Deb to ask Town Administrator (TA) asking if a CPA is to be formed.
- iv. 5.13 - #1 – Brian to take the lead.
- v. 5.14 – reassigned to TA and Department of Public Works (DPW) and climate council.

- vi. 5.2 - #3 – Brian to lead.
- vii. 5.3 - #1 – as opportunity strikes; we want multi-family housing; we are trying to attract any kind of housing we can get; Renee said that multi-family rental housing should be top of our list.
- viii. 5.4 – #3 – Housing Authority (HA) tracks this, and Lora says that we should be able to access data from town departments.
- ix. 5.5 - #1
- x. 5.9 – to be removed from AHC list and given to the town treasurer; AHC becomes involved after tax title property becomes available.
- xi. 5.8 – Zoning Board of Appeals (ZBA) taken off of this recommendation; the PB has 5 different Master Plan recommendations around design guidelines; their plan is to contract it all to a consultant and role it into one guideline/recommendation; Ken said that the discussion we had around this was single story versus two story or universal design – PB to take the lead and will determine the priority, likely a 1-2. Brian doesn't feel we need a consultant. Deb said let's see how the PB assigns the priority for the design consultant and then revisit.
- b. Master worksheet will come out in a week or two; all previous changes that we put forth to MPIT as minor changes will be included, but everything is up to the PB approval.

#### **4. Updates on AHT Action Plan:**

- a. *AHT draft warrant article and Declaration of Trust legal review– John/Brian*
  - i. John Ladik not present to give an update.
  - ii. This topic came up later in the meeting; Ken said that the Ag board was told to get the warrant articles in immediately. Renee said that the warrant article needs to be in 45 days in advance of town meeting; Brian to give TA a call to figure out next steps for getting the Declaration of Trust on the warrant for town meeting.
- b. *Inclusionary zoning by-law – Sean*
  - i. Sean McCaffery not present to give an update.
- c. *Civic Engagement – Renee*
  - i. Margaret Scarsdale ran with the idea and put a PowerPoint together; civic engagement night team is looking forward to this; these meetings have been informative; the presentation is a draft; there are different audiences for different presentations; we give people a summary of the key talking points about a topic for town meeting; people just want to understand the basics; they don't want to get into the weeds; people can hear new information for 10 minutes; it's not going to be just about AHC; Margaret went through each slide and asked the AHC to get back to her with suggestions;
  - ii. Civic Engagement Night is planned for the Third Thursday in April as Town Meeting is set for May 3<sup>rd</sup>
  - iii. Warrant articles could be a separate meeting and may include the Affordable Housing Trust
  - iv. Mark Mathews, As a follow up to Renee's question, at a meeting last week I believe that Northern Middlesex Council of Governments (NMCOG) stated that

they were going to prepare an Affordable Housing 101 presentation for distribution. It's a resource the AHC should know about.

- v. Ken said that Jay Donovan is the go-to guy for affordable housing and he might be a good resource to review our work.
  - vi. Civic Engagement Night Team would like AHC feedback; Renee to make initial suggestions and send the updated draft to the rest of the committee prior to their next meeting.
- d. *Pepperell media presentation – Brian*
- i. Ed Caren and Brian are working on the Pepperell Media presentation this week; Brian to send the link for the video to the group; each will stand alone; going to go to the library to pull photos, and Renee suggested connecting with Diane Cronin.
- e. *Affordable housing design standards*
- i. Not discussed.

**5. Next Meeting**

Set for Tuesday, February 9, at 7:00 p.m.

**6. Adjournment**

Motion to adjourn made by Lora Woodward; Seconded by Ken Hartlage.

Voted 4-0; Motion passes unanimously.

Meeting adjourned at 9:20 pm.