

**Housing Committee
Town of Pelham, MA
Meeting Minutes for January 12, 2016**

Committee Members in Attendance

Jim Lumley
Tilman Lukas
Gail Kenny
Ruth Elcan
Mollye Lockwood

Guest

Connie Kruger

Votes Taken

Gail Kenny made the motion to open the meeting at 4:40 PM
Tilman Lukas seconded the motion
All in favor

Tilman Lukas made the motion to accept the December 1, 2015 minutes as amended for grammatical errors as noted by Ruth Elcan.

Gail Kenny seconded the motion
All in favor

Tilman Lukas made a motion to adjourn, seconded by Ruth Elcan, all in favor – meeting adjourned at 6:15 PM.

Action Items

- Mollye Lockwood will send minutes to Kathy Martell.
- Mollye will ask Kathy Martell for the contract template for Connie Kruger.
- Mollye will ask Connie Kruger to attend the February 2, 2016. If she cannot attend we can still review her scope of services for her work on this project and her contract.
- Next agenda will allow time to review the goals of the Housing Committee.
- Next meeting is Tuesday, February 2, 2016 at 4:30 PM and the Pelham Library.

Committee Discussion Topics

Connie reviewed her understanding of the Committee's Housing Study goals and her role in assisting to craft the RFP for consultants to complete this work.

Tilman stressed that our goal was to have a realistic analysis of what land is truly feasible for development; hence the scope of services for the consultants' work on this project that was drafted by the Committee to the CPC to receive funding for this study. This is not a theoretical study.

We reviewed the draft goals that Tilman had circulated for the consulting process. This was Tilman's recap of all that Committee has been discussing and not just the focus of the study.

The Committee reviewed with Connie the goals for this study and for the consultants.

We reviewed the procurement process that we can follow for selection of the RFP.

- For small contract – use best practices and keep it open.
- Our study – can do three bids – choose best responsible price and best response to questions.
- Then will need to contract.

Tilman Lukas made the motion to hire Connie to assist with procuring the consultant for this study because of her specialized skills, qualifications, and past experience with the Town of Pelham, for a contract amount not to exceed \$3,000.

Connie noted that she will disclose this contract with us to the Town of Amherst since she holds a position with the Town of Amherst as a Select Board member.

Mollye checked in with Committee to see if there are topics to be included on the agenda for the next meeting, anything that the Committee needs to adjust in regards to process, meeting schedule, etc. This led to the discussion of the agenda for the next meeting (see action items above).

The committee briefly discussed the goal of having a down payment assistance program. Gail will take the lead in doing research on other first time homebuyer assistance programs that already exist. Suggested that she reach out to the Town of Leverett since they just began a program, and Valley Community Development Corporation in Northampton to see what information/background info they can provide to us.

Meeting adjourned 6:15 PM

Respectfully Submitted,
Mollye Lockwood