

**Housing Committee
Town of Pelham, MA**
Draft Meeting Minutes for March 1, 2016

Committee Members in Attendance

Jim Lumley
Tilman Lukas
Gail Kenny
Ruth Elcan
Mollye Lockwood

Guests in Attendance

Connie Kruger

Votes Taken

Mollye Lockwood made the motion to open the meeting at 4:41 PM. Tilman Lukas seconded the motion. All in favor.

Gail Kenny made the motion to accept the February 2, 2016 minutes as amended with the edits noted by Ruth Elcan. Ruth Elcan seconded the motion. All in favor.

Ruth Elcan made a motion to adjourn, seconded by Mollye Lockwood, all voted in favor and the meeting adjourned at 6:10 PM.

Action Items

- Mollye Lockwood will send minutes to Kathy Martell.
- Mollye Lockwood will send next meeting's agenda to Kathy Martell.
- Mollye will send the contract to Town Administrator and Town Clerk for contract approval.
- Mollye will ask Kathy Martell who manages the Town Slate newsletter – the Committee is thinking of providing an update for this publication.
- Next agenda will allow time to review the goals of the Housing Committee.
- The Housing Committee members will bring to the next meeting their ideas of programs and priorities to discuss with the rest of the Committee. Tilman will send his list of ideas to the Committee prior to the next meeting.
- The Housing Committee members will prepare their thoughts on the Committee's mission for discussion at the next meeting.
- Next meeting is Tuesday, April 5, 2016, at 4:30 PM at the Pelham Library.

Committee Discussion Topics

Discussion of upcoming CPA conference this week and additional research by committee members on housing programs in other communities. Ruth noted that Goshen, Phillipston and Conway have prepared housing analysis reports that may be useful to the Committee. Goshen reviewed other elderly affordable housing developments (Cumington, Westhampton, Worthington) that are described in their report.

Tilman noted to the Committee that we need to make sure that we are not only looking at funding from CPA for possible programs.

Committee reviewed the draft of Connie's contract for her to prepare the RFP and assist the Committee to hire a firm for the CPA-funded, land inventory project.

Connie discussed with the Committee her thoughts on the best process for selecting the firm for the project. We can use a simple, phone bid process since the project cost is small, but, per state procurement regulations, this would necessitate us choosing the lowest bidder. Connie suggested, and the Committee agreed, that we should use the full RFP process where the Committee will use evaluation standards to select the firm for this project – and not just pick the firm based on price.

Gail updated the Committee on her research on Leverett affordable housing programs. The Select Board member with whom Gail spoke pointed Gail to the web site to see the forms for Leverett's down payment assistance/homeownership program. The Franklin County Regional Housing Authority manages the Town of Leverett's program.

The Committee discussed possible programs to assist qualified buyers with closing costs versus down payment assistance as a cost effective way to begin Pelham's housing assistance programs.

Committee reviewed Provincetown, MA "Little Fix Program" – could be small funding associated with the program and volunteers assisting – may be a good fit for Pelham.

Committee discussed that challenges for seniors staying in their homes involves both financial issues and providing services and assistance with maintaining their homes. At some point in the near future, Committee will invite Pelham Council on Aging to an upcoming meeting to discuss these and other issues for seniors remaining in their homes.

Committee began to discuss its mission statement.

Committee looked at the other Town committees whose reps we should invite to our future meetings and/or we should attend their meetings:

- Council on Aging
- Conservation Commission
- Community Preservation Committee (Jim Lumley is liaison)
- Board of Health
- Finance Committee

- Planning Board
- Select Board

Discussed possible priorities/goals of the Committee:

- Establishment of an Affordable Housing Trust for the town.
- Other programs related to supply services – beyond funding - to specific populations such as elderly.

Agenda Proposed for April 5, 2016, Housing Committee Meeting

Pelham Housing Committee Agenda
Tuesday, April 5, 2016
4:30 PM to 6:00 PM
Pelham Library
History Room
2 South Valley Road
Pelham MA 01002

Agenda*:

- Review and approval of minutes of March 1, 2016
- Update on RFP for consulting services (consultant may be in attendance)
- Discussion of Housing Committee's mission statement
- Discussion of housing programs that can support Housing Committee goals and refine Committee's priorities

*Note: The list of topics was comprehensive as of the date of posting, however the public body may consider or take action on unforeseen items not listed here to the extent allowed by law.

Meeting adjourned 6:10 PM

Respectfully Submitted,
Mollye Lockwood