



Affordable Housing Committee Meeting Minutes

Date: May 19, 2020

Time: 7:00 pm

Location: Remote

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

Guests: Andrew MacLean, Town Administrator; Jay Donovan, consultant from NMCOG; Martin Cadek, IT Administrator; Margaret Scarsdale, Selectman

1. Call to Order

7:04pm by Chairperson, Brian Keating.

2. Acceptance of Minutes of any previous meetings

- a. John Ladik makes motion to accept the meeting minutes, Ken Hartlage seconded, Vote was 4-0-1 (Renee D'Argento abstained)

3. Discussion / Action Items

- a. Jay Donovan led a review of the document "Draft Demographic Analysis" of the Housing Production Plan and made changes to the document based on the feedback and discussion from committee members and the Town Administrator.
 - i. Comments sought clarification on language, numbers, and citations. Adjustments were made to typos and errors.
 - ii. John Ladik questioned the use of the Greater Lowell Region in comparison data; the committee decided to keep the data in.
 - iii. John Ladik pointed out that the table on the changes in household SIZE had a description that indicated that housing STOCK was therefore not diversified. Jay Donovan agreed to change the wording in the Household size paragraph to better reflect the table data.
 - iv. Renee D'Argento suggested incorporating universal design components in housing to the section on housing for those with disabilities. Jay Donovan will make the addition.
 - v. Edits will be incorporated by Jay Donovan and the final draft will be presented at the next committee meeting.
- b. Existing Housing Stock Analysis

- i. Jay Donovan walked the committee through the document “Draft Existing Housing Stock Analysis”.
 - ii. Committee members sought clarification of language and typos were noted.
 - iii. Renee D’Argento suggested adding a table on the ages of the housing in Pepperell, like what is shared in the Master Plan document; Jay Donovan said that we should not add it to this chapter, but we can make a note that it exists in the Housing Chapter of the Master Plan.
- c. Final draft potential development sites with maps
 - i. Committee reviewed the following documents
 - 1. “Pepperell HPP Existing and Potential Sites with Zoning 2020-05-05”
 - 2. “Pepperell HPP Existing and Potential Sites with Zoning Overlay 2020-05-05”
 - 3. “Pepperell HPP Existing and Potential Sites with Water Sewer 2020-05-06”
 - 4. “Updated potential housing sites”
 - 5. “Pepperell Existing SHI and Potential Development Sites 2020-05-04”
 - ii. Jay Donovan shared that Pepperell town staff vetted the sites that were identified and outlined the barriers to development, NMCOG staff took photos of the sites, and Town Planner Lisa Davis got a call about an additional site for housing on Bancroft Street with a developer that is open to building affordable housing. It was decided that Jay Donovan would add the additional sites to the documents.
- d. Draft housing production goals and timeline for review
 - i. The document “Consolidated Affordable Housing Goals and Strategies” was brought up for discussion by the committee. Andrew MacLean noted that Renee D’Argento’s comments were not integrated because they came in narrative form rather than track changes.
 - ii. Andrew MacLean stated that there are conflicting comments in the document and suggested someone accept the typographical changes and have a later conversation on the comments that conflict.
 - iii. The committee decided that Jay Donovan will make sense of the document and send out an updated document before the next meeting.
 - iv. Andrew MacLean requested that Renee D’Argento add her comments to track changes. Ken Hartlage offered to help Renee D’Argento with using track changes in Word.

4. Discuss Affordable Housing Trusts

- a. Brian Keating shared that the overlay charts offer a good starting point for considering affordable housing sites; a future step is to reach out to developers to do the housing
- b. Brian suggested that committee members attend the Mass Housing Partnership’s 2-Day conference to get more familiar with affordable housing trusts.
- c. Ken Hartlage said that an Affordable Housing Trust would need to go to Town Meeting for approval; working backwards from the forming of the trust, he asked at what point

should we be thinking about getting this in front of the town? Andrew suggested the Annual Town Meeting Spring 2021 as a good goal for getting the Affordable Housing Trust approved; the Housing Production Plan does not need to be approved at a town meeting. Brian suggested bringing someone in to do a presentation for the town as a first step in educating the public about affordable housing.

- d. Renee D'Argento asked Andrew MacLean about the town accepting the Community Preservation Act (CPA) and its relationship to an Affordable Housing Trust. Andrew said that acceptance of the CPA could help fund an Affordable Housing Trust. The CPA asks the town residents to pay more in taxes for specific purposes. It will be harder to get CPA approved at Town Meeting than to get an Affordable Housing Trust document approved.
 - e. Brian Keating asked if Pepperell has applied for CDBG funds; Andrew MacLean answers that not in his 18 months as TA, but he thought Pepperell had applied before.
5. Web Page update & discussion – Andrew <https://town.pepperell.ma.us/125/Affordable-Housing-Committee>
 - a. Andrew MacLean suggested that the committee members review the page and add additional resources
 6. Public comment
 - a. Margaret Scarsdale appreciated the committee and had no questions.
 7. Next Meeting is set for Tuesday, June 16 at 7:00pm.
- 8. Adjournment**
Motion to adjourn made by: Ken Hartlage, Seconded by: Renee D'Argento
Voted 5-0; Motion passes unanimously.
Meeting adjourned at 8:43pm.