



Affordable Housing Committee Meeting Minutes

Date: July 21, 2020

Time: 7:00 pm

Location: Remote

Attendees: Chairperson, Brian Keating, Clerk, Lora Woodward; Members: Sean McCaffery, John Ladik, Renee D'Argento

Guests: Andrew MacLean, Town Administrator; Jay Donovan, consultant from NMCOG

1. Call to Order

7:08pm by Clerk, Lora Woodward

2. Acceptance of Minutes of any previous meetings

John Ladik makes motion to accept the meeting minutes, Sean McCaffery seconded, Vote was 4-0. Chairman Brian Keating did not participate in this vote as he joined the meeting after this vote was taken.

3. HPP Discussion / Action Items

- a. *Review draft updated goals & strategies* - Jay Donovan reviewed the changes made to the "Revised Draft Goals & Strategies" document that were suggested by the committee at the last meeting. The committee agreed that the changes were complete.
- b. *Review updated Affordable Housing Development* – Jay Donovan described how we are using an estimate for the 2020 census to determine the 2021-2025 affordable housing unit goals. Jay Donovan reviewed the changes he made to the "Draft Affordable Housing Development in Pepperell revised" document including where he fixed his math and move the timeframe to 2021 to 2025 from 2020 to 2024 because we are already halfway through 2020. Renee D'Argento made a motion for the committee to accept the revised document, Lora Woodward seconded the motion and the motion was accepted. Vote was 5-0.
- c. *Review Affordable Housing Efforts in Pepperell section* - Jay Donovan reviewed the next section of the HPP, "Affordable Housing Efforts in Pepperell," which encapsulates the history of affordable housing in Pepperell, existing housing entities, and infrastructure to support affordable housing. Jay Donovan went through the document section by section. Much of the information was added from the master plan so it was fully vetted. Andrew MacLean asked that acreage be added to Table 35 as a label. Jay Donovan shared that the Planning Board may be relooking at zoning after the Master Plan is

approved. Jay Donovan invited the committee members to ask questions and requested that members review and comment on the document for the next meeting. Renee D'Argento asked how much detail is typically in this report and how much should be referenced to the master plan. Jay Donovan answered that usually not a lot of detail and only necessary references are included. The detail is necessary to have context, but we are not trying to make it a duplication of the master plan but make them consistent with one another. Andrew MacLean is going to ask DPW to update the sections on sewer and water because of the new treatment plant and shared that the Green Sands Project will be online of December 2020.

- d. *Review draft Gaps between Existing Housing Needs and Current Supply section* – Jay Donovan reviewed the next section of the HPP entitled, “Draft Gaps between Existing Housing Needs and Current Supply,” and shared that it is designed to focus on where the most need is for affordable housing. Jay Donovan went through the document section by section and asked if there are other areas that the committee would like him to focus on. Renee D'Argento suggested adding statistics on the number of disabled residents or activities of daily living. Jay Donovan shared that he doesn't have access to that information and asked Renee send it to him. Andrew MacLean also offered to find data on people with disabilities. Jay Donovan asked the committee to send him comments and more information a week before the next meeting.
- e. *Next Steps* – Jay Donovan shared that there is one section left to give the AHC on Implementation Requirements and then seek final approval on the Housing Production Plan. Jay Donovan offered to pull the Implementation Requirements into the full document for the committee's review. Andrew MacLean recommended that the committee set something up with the Board of Selectmen and Planning Board in September and ask them to adopt the Housing Production Plan so we can send it onto the Department of Housing and Community Development (DHCD). Andrew MacLean offered to talk to Casey Campetti, Planning Board chair, and Lisa Davis, Town Planner, so that it gets on an upcoming agenda.

4. Review & Discussion: Draft endorsement of Affordable Housing Development statement

Andrew discussed a draft endorsement for the Planning Board and Board of Selectmen so all committees are on the same page around affordable housing. The purpose of document is to implore a community-wide focus on affordable housing. Brian Keating asked if the role of the committee is just one of advocacy or if there are other options around implementation of affordable housing. Brian Keating asked if the town's planning staff would have the time to create RFPs and go through the 40B process or would the AHC offer support? Andrew MacLean said that the town does not have the resources right now but it would get grant support to cover technical assistance for those efforts. Andrew MacLean says that AHC should say that this is important to the town and ask the town staff to find the support. Andrew MacLean says that there needs to be more broad-based support and prioritization of affordable housing. Lora Woodward asked the committee to consider how this might be related the master plan implementation in relation to all the other committees. Brian Keating suggested putting together an RFP around town-sponsored affordable housing projects and to see if there are takers. Other members felt that this would be getting ahead of ourselves. Andrew MacLean clarified that this document is focused on aligning the efforts of the forces around town; it is a

call to action versus action steps. He shared that the direction that he left with last month was to ask for help from across the town because we want all the entities on the same page; we need some community support as this is an important goal. Renee D'Argento asked who the intended audience for the letter is. Andrew MacLean clarified that it is not for the public, but for the town boards. Aim is to approve final draft letter at the August meeting. Andrew MacLean asked the committee to consider tone and who it is to be addressed to (BOS, PB, ZBA). Andrew MacLean reminded the committee that prior to the next meeting in four weeks, they are to provide feedback on the gaps document and this letter in the next week so they can both be voted on at the next meeting. Andrew MacLean offered to send the latest documents around to the full committee.

5. Next Meeting

Set for Tuesday, August 18 at 7:00 p.m.

6. Adjournment

Motion to adjourn made by: Renee D'Argento, Seconded by: John Ladik

Voted 5-0; Motion passes unanimously.

Meeting adjourned at 8:31pm.