

Nahant Housing Plan Production (HPP) Sub-committee

Thursday, February 16, 2023

via Zoom

Meeting Minutes

Committee Members

- Mark Cullinan, Vice Chairman, Board of Selectmen
- Lynne Spencer, Community Preservation Committee
- Patty Karas, School Committee
- Michael Rauworth, Zoning Board of Appeals
- David Wilson, Nahant Housing Authority (Joined at 6:40 PM)
- Patrick O'Reilly, Planning Board (Absent)
- James Walsh, Resident Member (Joined at 6:34 PM)
- Michelle Capano, Resident Member
- Heather Goodwin, Resident Member

Massachusetts Area Planning Council (MAPC)

- Alex Koppleman, Senior Housing & Land Use Planner MAPC

Town of Nahant

- Antonio Barletta, Town Administrator

Public Attendees

- Kerry Collins
- Susan Downs-Cripps
- Iphoneenzo
- Katherine & David Carter
- Ruthann Switzer
- MacPC
- Karen Marden

Agenda

1. Call Meeting to Order
2. Approval of Meeting Minutes
 - November 9, 2022
3. Review of deliverables and timelines
4. Review of the Housing Needs Assessment and Committee feedback
5. Plans for first Community Engagement – March 8th, 2023
6. Discussion on GLAM Stanek Analysis
7. Committees' Input / Questions
8. Next Steps for Committees
9. Old / New Business for HPP
10. Citizen's Forum
11. Adjournment

1. Call Meeting to Order

- The Chair called the meeting to order at 6: 32 PM and provide an overview of the items on the agenda for the meeting.

2. Approval of Meeting Minutes

- The Chair moved to the next agenda item. Meeting minutes were sent in advance of the meeting for the committee to review. Mr. Cullinan moved to approve the meeting minutes from November 9, 2022, and second by Mr. Rauworth.

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- A roll-call vote was taken as follows:
 - Michelle Capano, Yes
 - Michael Rauworth
 - Mark Cullinan, Yes
 - Heather Goodwin, Yes
 - Patty Karras, Yes
 - Lynne Spencer, Yes
 - Jim Walsh, Yes

3. Review of deliverables and timelines

John Cruz from MAPC was expected to join the meeting; however, due to an emergency he is unable to attend the meeting. The agenda item will be deferred until the next meeting. The committee will review with MAPC updates to the schedule and make sure the committee is informed of the deliverables and revised timelines completing this summer.

Mr. Rauworth asked if the committee would review the near-term deliverables and Ms. Capano confirmed the committee will cover the Housing Needs Assessment (HNA) and preparations for the upcoming March 8th Community Engagement meeting.

4. Review of the Housing Needs Assessment and Committee feedback

The Chair moved to the next item on the agenda. Mr. Brandt from MAPC is present to help address questions from the committee and feedback from the committee. Ms. Capano asked from the committee if there are any items within the HNA content that needs to be changed or requires further clarification.

Mr. Rauworth stated that the demographic analysis informative; however, we have an affordable housing/subsidized housing stock of 48 units and the Town needs to reach approximately 161-162 units.

Mr. Brandt added he will assist in answering some of the questions. The demographic analysis is a standard component of the housing needs assessment and does not change the calculations of units required.

Mr. Rauworth asked about the difference between the 48 units of subsidized units and 161-162 and opportunity to achieve 40B safe harbor by identifying a certain percentage of the square footage (land) of the Town for subsidized housing. Mr. Cullinan stated that this will be covered on the agenda tonight and this is one component of the Housing Production Plan (HNA/Plan/report). This Plan is broader than the GLAM Analysis and we should be focused on the Plan.

Ms. Goodwin appreciated seeing the report and that 40% of the community is considered low-income, we need to emphasize that while Nahant may have been viewed as affluent that we have an aging population of residents that this should not be focused about affordable housing and concentrated towards “essential housing.” Ms. Goodwin shared her personal experiences with her parent and housing needs. Ms. Good also stated that Nahant is no different than other communities attempting to address the affordable housing crisis. Ms. Goodwin stressed that members of the Nahant community should review the report to understand what the Town is facing. Ms. Goodwin also suggested that the Board of Selectmen take under consideration the report as well.

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Ms. Capano agreed with Ms. Goodwin's comment. Ms. Capano asked if the committee would come to consensus on the report in order to finalize or minimally make available the draft report for the Nahant community to review in advance of the community engagement.

Mr. Walsh asked is there anyway we can respond in writing or speak openly during the committee meetings. Mr. Brandt affirmed that Mr. Walsh could send his written comments and feedback directly to Mr. Cruz for review. Mr. Walsh asked if he would share those points with the committee and Mr. Brandt could not comment on Mr. Cruz's approach on sharing the feedback with the committee. If there are substantive changes made, then he would review with the committee before they were implemented.

Mr. Rauworth asked if we could obtain further information on other elements of the Housing Production Plan and 3A MBTA Communities. Ms. Capano clarified Mr. Rauworth's question that the information is related to the HNA. Mr. Cullinan restated for Mr. Rauworth on the information that was also provide to the committee from the GLAM Analysis.

Mr. Cullinan agreed with the Chair that the draft or final of the HNA is available to the public. Ms. Spencer suggested if the committee in session should review the HNA during the online meeting. Mr. Rauworth also stated that the HNA is a public record then subjected to the public records request. Mr. Brandt confirmed that MAPC is a public agency; therefore, their work products are also public records. Ms. Spencer is asking if we are endorsing this and Mr. Cullinan affirmed if we are endorsing this as a draft or final document.

The HNA was shared online during the meeting. The document is available on Nahant.org at <https://nahant.org/documents/housing-needs-assessment-hpp-advisory-subcommittee/>

Ms. Capano reviewed with the committee the HNA and highlighted certain sections and key references for the committee such as the data was compiled from 2020 US Census data.

Mr. Rauworth questioned the practical or legal effect of any action by the committee of this report and the simple action is to accept the report and make it available to the public to review and leaves open the option for people to review and improve in the future.

Ms. Capano asked the committee if they are comfortable with publishing a draft of the Plan bearing in mind that there could be feedback and changes to the report and a follow-up vote to finalize the Plan.

Ms. Spencer agreed with the motion as stated by Ms. Capano. Mr. Rauworth second the motion.

Ms. Capano re-stated the motion as stated to accept the draft document of the Housing Needs Assessment from MAPC in order publish in advance of the community engagement meeting that will be held on March 8th.

Roll-call vote taken as follows:

Mr. Walsh - Yes	Mr. O'Reilly – Yes
Mr. Cullinan – Yes	Ms. Karras – Yes
Ms. Goodwin – Yes	Mr. Wilson – Yes
Mr. Rauworth – Yes	Ms. Capano - Yes
Ms. Spencer – Yes	

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5. Plans for first Community Engagement – March 8th, 2023

The Chair moved to the next item on the agenda plans for the upcoming Community Engagement. Town Hall has been confirmed the Main Hall for the event. This will be an in-person event and it will be livestreamed; however, there will be no means for the public to engage virtually for this event. The Chair stated we will look to plan a virtual/hybrid event for the next community engagement.

Ms. Goodwin asked why we could not hold the community engagement over Zoom. Ms. Capano responded that due to both acoustics and lack of appropriate technology capabilities, the Town is not setup to run a hybrid meeting in the Main Hall.

Ms. Goodwin asked could we obtain community questions in advance and Ms. Capano stated we can have that in the press release and other communication materials. Ms. Capano also stated that each committee has a different network of friends and family which the committee members can reach out to invite to the event.

Mr. Rauworth asked about obtaining resident questions real-time and Ms. Capano stated there is the group email account HPAC@nahant.org where residents are able to submit their questions and feedback for consideration. Mr. Cullinan asked if we could check with the Town Administrator about enabling the chat feature and Ms. Capano reminded the committee that Zoom would not be available for this in-person engagement event. Mr. Rauworth also asked if the meeting could be streamed by video only and Ms. Capano stated she would re-confirm with Town Hall about the technology available.

Ms. Capano asked the committee of suggest times for the community event and Mr. Walsh suggested 7:30 PM.

Mr. Brandt provided further insight on that acoustics in large halls like Town Hall and the ability to manage a Zoom event when the acoustics can be an issue. He also stated it would be important to have the livestream with audio. Mr. Cruz would be giving a presentation at the beginning of the engagement event.

The discussion continued to the format of the event and what will be covered and meeting facilitation with assistance of MAPC. Ms. Capano also suggested for the collaborative support from the committee.

Mr. Brandt provided an overview of how the engagement event would operate.

- There would be welcome/check-in table to meet and greet residents, collect pertinent information and provide materials about affordable housing.
- Collect email address in order to provide the meeting participant future updates from HPP and MAPC such as the next engagement event.
- Tablets will be available at registration as another option.
- Pre-registration will be available in advance
- Provide refreshments available.
- Prior to the presentation, meeting participants will be able to interact with the committee, review the story boards that summarize the HNA and asked questions on those story boards.
- First 30 minutes of the event – review the story boards – MAPC and HPP committee member to facilitate conversation.

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- Followed by presentation on affordable housing, including introductions welcome. In the presentation will go into further detail about the HNA and the boards, including an FAQ available during the meeting for the meeting participants which is a Question-and-Answer segment for meeting participants. This is an opportunity for residents to email the committee during the event as well.
- After the presentation, there will be an engagement activity where we would be soliciting feedback.
- Ms. Capano asked how many boards will be positioned for the event and Mr. Brandt confirmed eight (8) boards which will be positioned on easels.
- Mr. Brandt reviewed draft story boards with the committee and welcomed committee feedback and input.
 - *What is Affordable Housing?*
 - *What is a Housing Production Plan?*
 - *Who struggles with housing costs in Nahant?*
 - *Can you afford to rent or buy a home in Nahant?*
 - *How much Affordable Housing is in Nahant?*
 - *What should the future of Nahant Housing Look Like?*
 - Mr. Brandt stressed that there are a couple story boards to drive engagement and feedback from the meeting participants.
 - Mr. Rauworth interjected that these would be photographs of as-is built housing and Ms. Capano stated that someone could indicate which photo is his/her preference.
 - *What type of housing should Nahant have?*
 - *Where do you live?*

Ms. Capano asked if Mr. Brandt should share a copy of the story boards so they can be reviewed by the committee and address any questions.

Mr. Brandt reviewed an engagement activity where participants will be asked to write down 'what is their favorite thing about Nahant.' While not specific to housing, it will allow participants to become creative and share their opinions about their community.

Mr. Capano asked once the boards are finalized, will MAPC provide talking points with necessary themes or ideas to address questions that may be raised by meeting participants.

Mr. Walsh suggested when the boards are finalized so they can be reviewed before the meeting by the public and on the types of housing, would there be photos using solar panels or heat pumps leading to energy efficiency pulling in the environment element into the conversation.

Ms. Goodwin added that imagining the future of Nahant and getting residents to think about the future will be crucial to the affordable housing plan.

Mr. Rauworth stated that some of this content is dense and a lot to digest and many moving parts and concerned about conveying the most important parts of the affordable housing topic. Mr. Rauworth stressed the importance of getting the agenda finalized and the objectives identified for the meeting.

Mr. Rauworth asked about what recommendations and decisions are being put forth by the committee and the Town and we know about 40B and 3A MBTA and is concerned about other aspects of this process. If there are other issues, they need to be identified and the committee will be asked by the public.

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Ms. Goodwin agreed in part to some of Mr. Rauworth's statements and that the community is looking to the committee to tell the community where their houses are going to be. Ms. Goodwin stated that while the creative part of the engagement is exciting for her, it may be intimidating for some people attending not knowing what they are walking into. The community may expect something more information and not interactive and we should be clear with the community and what the goals will be.

Mr. Cullinan provided his comments that the first step is the HNA and that it is premature to identify where housing should be and there are multiple locations and the committee is not prepared to say where proposed housing is going to be. Mr. Cullinan stated that we have a housing need in the Town and it needs to be addressed.

Ms. Goodwin asked that residents are going to ask where and locations for the proposed housing; however, Mr. Rauworth interjected that it may be viewed that the committee is unwilling to answer these questions. Mr. Cullinan challenge the committee to ask where all the housing may be proposed to be located and declined to suggest any location at this time.

Ms. Goodwin stated that the Town is already in discussions in preserving land in other places so how can we do both at the same time. There are conversations occurring about keeping certain areas in Nahant as greenspaces, are these locations not for consideration.

Mr. Cullinan also stated there is the 3A MBTA Communities element of the NHA and part of that is the zoning and that would be where the Town can review to consider its obligations for housing. Mr. Cullinan was not in agreement to say where housing should be located. Mr. Goodwin asked are we ready for a community engagement. Mr. Rauworth also agreed the premise for the community engagement and does the committee have something to represent to the community.

Ms. Capano stated there are two plans coming out of the work of the committee: Housing Production Plan and the 3A MBTA Communities. Ms. Capano reminded the committee there is an agreed upon scope with MAPC to achieve the objectives and deliverables which include certain activities needing to be completed. The community engagement is an activity that will support the Housing Production Plan and stressed the importance of community feedback.

Mr. Rauworth acknowledged that the scope, budget and timeline for the project were agreed upon before the committee and may not be realistic. Mr. Cullinan stated that having a position on what the housing needs are for the Town and where the housing should be located without resident input would be putting challenges before the Town and the committee. Mr. Cullinan stressed the importance of education for the Town and for this committee nor does the Town understand the housing need and what is required.

Mr. Rauworth does not agree there is a consistent agreement on the message to be presented before the Town while Ms. Capano stated the purpose of this meeting to address these types of questions before the committee.

Ms. Spencer provided her feedback about this activity is a process and explain through statistical data we have better information about the demographics of the community, the eligibility for affordable housing and explain what that means including clarifying the public's assumptions about the affordable housing topic. There are several ways to address the solution and through the GLAM study, if accepted, may protect the Town from unfavorable 40B development but does not address the unmet housing needs in the community.

Mr. Walsh stated that the meeting (community engagement) should be presented as a way to gain community feedback. Ms. Capano also stated that most residents may have been used to

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meetings in a public hearing format where information is presented to them and MAPC will be delivering an interactive format which is something not commonly done in Town but committees such as MVP Committee (Municipality Vulnerability Protection) and OpenSpace Committee have used similar formats. Ms. Capano offered to the committee if there is a need to change some of the information presented to the community this would be the opportunity to do so.

Mr. Brandt asked of the committee if there are specific questions or points for the story boards that the attendees would be able to comprehend better. Mr. Rauworth stated that members of the community will ask, why is this meeting being held, what is the purpose of the committee and what are the outputs. Mr. Cullinan again re-stated the objectives of the committee and the meeting is so that the community can appreciate there is a housing need in Nahant and needs to be addressed. He questioned whether residents are in-tune there is a housing need in Nahant.

Ms. Goodwin strongly disagreed with Mr. Cullinan's comment and referenced the Coast Guard Housing issue where residents are being evicted. Ms. Goodwin also highlighted where she spoke at Town Meeting three years ago asking to pay attention to the issues of affordable housing. Ms. Goodwin stated that residents will continue to ask where this affordable housing will be.

Mr. Rauworth was encouraged that the committee may be able to educate the public on the affordable housing issue, the question of where and locations will still be asked of this committee.

Mr. Walsh suggested about framing the meeting that the Town is required by law to meet certain standards of housing availability by law. Mr. Rauworth key concerned is related to communication and what the committee has been engaged to do specifically alternate views that may place doubt of the work of the committee.

Mr. Cullinan suggested a question as to if the Town had to build 100 units, where would these units be located and ask residents to identify location(s) around the Town. Mr. Rauworth state that their would be residents with various opinions or ideas.

Ms. Goodwin provided additional feedback and hoped the community engagement event would provide personal stories. Ms. Goodwin complimented Mr. Walsh on the recent community breakfast at the Nahant Village Church where affordable housing topic was discussed. Ms. Goodwin believed the story boards may overwhelm some residents attending but does respects the process. The question of essential/affordable housing has been around for many years. Ms. Goodwin proposed that maybe the focus should be the presentation of the housing assessment and a few personal stories.

Mr. Brandt agreed with Ms. Goodwin about the volume and complexity of the data can be challenging for a new audience. Mr. Brandt recalled his discussions with Ms. Goodwin and sharing scenarios of families with children or seniors to downsize and how these apply to them. These can be explored and includes in the engagement for the event.

Ms. Spencer stated that the two points for the discussion 1) accept the GLAM Analysis to gain protection from 40B and the Coast Guard Housing (CGH) could be part of the solution; however, may be premature. 2) Where to provide housing opportunities in various parts of Nahant. If there are other places where that can be accomplished such as duplexes or accessory units. The committee should be able to discuss.

Mr. Cullinan has a personal view on this dating back to 2008 when the Town had a friendly 40B proposal which the Town accepted; however, the housing crisis occurred and it could not be accomplished. The CGH does play a role; however, it would be a mistake to meet the 40B threshold by proposing one singular location. There are other areas in Town to meet the 40B threshold.

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Mr. Rauworth asked how do we respond if the CGH is or is not used for the 40B footprint. What else is there to put as other locations for subsidized housing. Ms. Spencer clarified that the committee's language and this is not about subsidized housing per se. Ms. Capano reminded the committee that the CGH is only one element to the housing production plan and this committee will need to identify other opportunities from the community.

Mr. Cullinan reference his role on the committee and referred to his campaign for Board of Selectmen; this is not find a threshold or solve 40 B but to address housing needs in Nahant. Mr. Rauworth reconfirmed that we are not going to ignore the 3A MBTA or the consequences of 40B and Mr. Walsh interjected as long as we are complying with the law and different opinions on how we accomplish that.

Mr. Brandt recapped some of the themes he has heard from the discussion: 1) how the level of which information is provided and how information is provided – lots of data and complex and how people will understand it 2) there may be a lot of questions asked of the committee and when during the process should the committee respond.

Mr. Brandt shared how community engagement has been managed with other communities where the community has asked why their committees have or have not come with all the information and proposals for the community to consider. Mr. Brandt stated that community feedback has been focused on why or why not the committee provided opportunities for citizen feedback and remaining open to all opinions or views. Mr. Brandt stressed the importance of citizens to visit the Nahant HPP website (www.mapc.ma/NahantHPP) and gain information from the same place.

Mr. Rauworth further stated this is the first step of a multi-step process and the intake process (community engagement) is to help the committee make recommendations that the Town would like to take. Mr. Brandt recommended possibly an additional story board to accompany, "What is the Housing Production Plan?" that describes and where the HPP committee is in the process and how the community engagement feedback will be used. It was agreed that boards need to be more explicit statements to help the reader understand more the impact of the housing need in Nahant.

Ms. Karras asked if we could outline the process in a timeline and what is next. Ms. Capano stated this is important to take this feedback to Mr. Cruz to understand the deliverables, progress and end. This was previously discussed with the Town Administrator. Mr. Rauworth stated that individuals on the committee could provide feedback to Mr. Cruz for review. Ms. Capano went back to Ms. Karras comment about the timeline and stated this needs to be addressed with Mr. Cruz.

Ms. Capano asked Mr. Brandt to send a draft in .PDF of the storyboards to be distributed to the committee for review and the committee will meet next week to discuss further. Ms. Capano recapped the aforementioned discussion for the upcoming community event, story boards, goals and objectives of the housing production plan and Nahant's need to achieve affordable housing requirements. Mr. Brandt added working with Mr. Cruz to develop the narrative points that Ms. Goodwin raised which would be more suited as a handout. All of this information, presentation, storyboards and handouts will be available as materials if citizens are unable to come to the meeting.

Next, Ms. Capano asked about the timeline for the press release and the time for the event. The time for the community engagement - Mr. Walsh suggested 7:30 PM and Ms. Goodwin

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recommended with 7:00 PM. Ms. Capano reviewed a proposed outline time schedule for the community event:

- 7:00 PM – 7:30 PM Check-in / Welcome / Review Storyboards / Engagement with HPP Committee
- 7:30 PM – 8:00 PM Presentation

Mr. Cullinan was in agreement with tonight's discussion and important to come out with a position that decisions on locations have not been made and is in process. Ms. Goodwin stressed that the community is part of the decision on the locations of proposed affordable housing units.

Ms. Spencer stated that solutions should not be proposed without sufficient review and analysis. Solution(s) should not rest on one piece of property. Mr. Rauworth suggested that committee consider options for locations and Ms. Goodwin asked what those would be. Ms. Goodwin was opened to hearing other options and locations and where such as Lowlands, behind the Police Station. Ms. Capano stated these would be all elements into the housing production plan.

6. Discussion on GLAM Stanek Analysis

The Chair moved to the next item on the agenda. Has been covered previously covered earlier in the meeting. Ms. Capano asked if there was anyone from committee that had comments about the report. Ms. Capano stated this is also another element to the housing production plan. No one from the committee raised any further questions.

7. Committees' Input / Questions

The Chair moved to the next item on the agenda Ms. Capano opened the discussion asking the committee for any further input or other items to be discussion. Mr. Rauworth asked for a schedule of the deliverables and timelines built into the contract with MAPC and how many times will the committee meet with MAPC

8. Next Steps for Committees

- MAPC will provide revised story boards for the committee to review at the next scheduled meeting.
- The Chair will schedule a meeting the week of February 20th. Proposed February 23rd for the next HPP meeting.
- Next meeting will review revised story board and final plans for the community engagement meeting.

9. Old / New Business for HPP

The Chair moved to this next item on the agenda.

Ms. Capano asked for comments on old or new business. Ms. Capano also asked if Ms. Goodwin wanted to discuss community impact fees and Ms. Goodwin declined to comment.

Ms. Capano reminded the committee members of the recent email from Town Clerk Diane Dunfee to make certain committee members take their Open Meeting Law training and to complete it timely and respond back to the Town Clerk.

Mr, Rauworth stated that the earlier version of the State's Conflict of Interest training is outdated and so a new program and notice is being distributed.

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Ms. Goodwin asked if the Chair could re-distribute the information to take the Open Meeting Law training.

10. Citizen's Forum

The Chair moved to this next item on the agenda. There were no public comments.

11. Adjournment

The Chair asked for motion to adjourn the meeting. So moved by Mr. Walsh and seconded by Mr. Rauworh.

Roll-call vote taken as follows:

Mr. Walsh - Yes	Ms. Karras – Yes
Mr. Cullinan – Yes	Mr. Wilson – Yes
Mr. Rauworth – Yes	Ms. Goodwin
Ms. Capano - Yes.	

Meeting ended at 8:05 PM.

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Respectfully submitted as approved at March 9, 2023 Housing Production Plan Advisory Sub-committee Meeting.

By: Michelle *Capano*, *Chair*.