

Nahant Housing Plan Production (HPP) Sub-committee

Thursday, March 2, 2023

via Zoom

Meeting Minutes

Committee Members

- Mark Cullinan, Vice Chairman, Board of Selectmen
- Lynne Spencer, Community Preservation Committee (joined at 7:30 PM)
- Patty Karas, School Committee (absent)
- Michael Rauworth, Zoning Board of Appeals
- David Wilson, Nahant Housing Authority (joined at 7:30 PM)
- Patrick O'Reilly, Planning Board
- James Walsh, Resident Member
- Michelle Capano, Resident Member

Public attendees

- One resident

Agenda

1. Call Meeting to Order
2. Approval of meeting minutes
 - Meeting minutes 2023-01-05
 - Meeting minutes 2023-01-23 Joint Meeting of HPP, STRC and Planning Board
3. Discussion and finalize of plans for first Community Engagement – March 8th, 2023
 - Confirm schedule
 - Duties and assignments
4. Next Steps for committee
5. Old / New Business for HPP
6. Citizen's Forum
7. Adjournment

1. Call Meeting to Order

The Chair of the Housing Production Plan Sub-committee ("HPP") called the meeting to order at 7:06 PM.

Meeting update: *The scheduled meeting started late due to a technical issue with the Zoom meeting link. Upon identification of this issue, a new meeting link was created and the meeting notice on Nahant.org was updated. Further, the Chair updated two Nahant community Facebook pages to alter residents who had attended on joining the meeting via Zoom.*

2. Approval of meeting minutes

The Chair requested a motion to approve the meeting minutes for January 5th and January 23rd (Joint Meeting of Housing Production Plan Advisory Sub-committee, Short-term Rental Committee and Planning Board). Motion moved by Mr. Walsh and second by Mr. Rauworth.

Roll-call vote taken as follows:

Mr. Rauworth – Yes	Mr. O'Reilly – Yes
Mr. Walsh - Yes	Ms. Capano - Yes
Mr. Cullinan – Yes	

3. Discussion and finalize of plans for first Community Engagement – March 8th, 2023

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The Chair distributed the facilitator's guide to the committee members prior to the meeting. The facilitator's guide was prepared by the Metropolitan Area Planning Council (MAPC).

The Chair walked through the facilitator's guide for the upcoming community engagement. It was discussed that residents were registering online for the event. The event has been posted on social media platforms, Nahant.org and flyers have been distributed around the community. The Chair also drafted an email and shared with committee members who can send to their friends and personal network to invite to the event.

The Chair will confirm committee members' contact information for the day of the event via email with committee members. MAPC will finalize all the materials for the event.

The Chair shared with MAPC photos of the Main Hall so they had visuals of how Main Hall is used for meetings and events. Reviewed with the floor plan for the event and seat for 125 people. The eight story boards will be positioned around the Main Hall.

Mr. Rauworth was amenable to the setup for the event; however, expresses concerns about how the content would be presented.

MAPC will be at Town Hall about 6:00 PM and Ms. Capano will meet with them and help support any last-minute items needing to be addressed. The Chair will be confirming all the technical needs and setting up the event with Town Hall. MAPC will have tablets available for online registration and if residents would like to check-in and register. This will help in obtaining residents contact information to send updates to them on the affordable housing efforts of this committee.

Mr. Cullinan asked if the electronic signboard at the beginning of Town could be used to publicize the event. Ms. Capano had checked with the Nahant Police and the electronic signboard is not available for use until April. As an alternative, Ms. Capano volunteered to make a sign to post on the community message board.

Ms. Spencer asked if there are activities that need to be delegated to committee members. Ms. Capano confirmed that the first hour with MAPC is covered. The second hour of the event is where committee members will be asked to assist and engage with residents on their views of affordable housing. Committee members are asked to be at Town Hall by 6:30 PM to greet residents attending, be present around the Main Hall and for a brief update on any last-minute activities.

The Chair reviewed at high-level how the event will work.

- The Chair will make introductions
- Call the meeting to order as we will have quorum of the HPP committee
- Move into MAPC presentation
- Break out to discussions around the Main Hall where the story boards. Engage the community asking for their views and feedback
- Re-convene for any public comments
- Closing / Adjournment

Mr. Walsh asked if we will be informed of the outline of Mr. Cruz's presentation. He said we have not had a discussion of the Housing Needs Assessment. From his point of view, he felt it was a flawed document.

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Ms. Capano reminded the committee that the Housing Needs Assessment (HNA) was reviewed and committee members were offered the opportunity to provide feedback to MAPC. A draft of the Housing Needs Assessment and executive summary has been published on nahant.org for the community to review. Much of the information in the HNA is data derived from HUD, US Census, and DHCD. Ms. Capano asked if there is information in the report that may be a concern, then we would need specificity as to the representation of the data in the report. She also asked if there were suggestions on how to improve these documents.

Mr. Walsh expressed again that this is a flawed document and does not represent the Nahant community and raises issues that do not need to be raised. If we take responsibility or if this is a consultant's view. This is a document of the Town and engaged MAPC to assist in the production of an end document of Nahant's housing needs. The HNA is one input to information about the community.

Mr. O'Reilly stated that the report has not been voted nor adopted by the committee and this report is very much the consultant's report. Mr. Rauworth recommended that this report has been prepared and delivered to the committee for consideration. Mr. O'Reilly also mentioned there is no final requirement to vote for or accept the report. Ms. Capano agreed these deliverables are input into the final work product for the committee to be presented to the Board of Selectmen and the Town.

Mr. Walsh is concerned with presenting the HNA as the work of the committee and while he respects the work of Mr. Cruz there are aspects of the Town relative to society, the culture, and its makeup that are not covered in the report. Mr. Rauworth stated that the committee has not had proper time to dissect or deliberate elements of the report and that the storyboards are the work of the consultants which is an input to the committee. Mr. Walsh commented that he is referring to the HNA not the storyboards for the community engagement. Ms. Capano stressed that the HNA is data driven and was open to adding commentary which references the society and culture of the Town to help improve the report.

Ms. Capano asked how we would apply subjective pieces of content in front of different audiences; it is unknown how it will be received. Mr. Walsh stated he was not in favor of an earlier outline of Mr. Cruz's report and is very critical of the comments in the HNA. Mr. Walsh is concerned about how information in the presentation will be received. Ms. Capano reaffirmed that the presentation is about affordable housing and about educating the community in terms of what this topic is and the key references such as big "A" and little "a" and what has been discussed in prior meetings. Mr. Walsh has responded in detail to Mr. Cruz and has not received a response. Ms. Capano is aware they have reviewed Mr. Walsh's feedback and it was shared with members of the committee. Ms. Capano can request a copy of the final presentation from MAPC.

Ms. Capano reminded the committee about projecting opinions outside of the committee without appropriate level of deliberations when using email. Ms. Capano also stated that the item of this discussion is not on the agenda and would have preferred to include it on tonight's agenda. Ms. Capano also stated she believes the committee is in conflict with this discussion. Mr. Walsh is concerned about the divisiveness that can follow the kinds of things that the committee seeks to accomplish. Mr. Walsh is in agreement with the data but disagrees with how it is presented in the HNA. Ms. Capano stated she would follow up with MAPC on their presentation. Mr. Rauworth commented that whatever information is presented will be public and not a deliberation of this

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committee. Mr. Rauworth is concerned about the mechanism of dialogue among members, which may have been communicated to the Chair and MAPC. Ms. Capano reminded the committee about public transparency. The Chair offered to meet more frequently to review both HNA and executive summary to gather additional committee member feedback; however, will need assistance.

The Chair shifted the meeting back to the topic of the facilitator's guide. Ms. Capano reviewed the schedule, activities with the committee, and the topics for the storyboards. Ms. Capano highlighted that Mr. Cullinan and Mr. Barletta, Town Administrator, would be making remarks at the community event. The Chair shared the key topics covered in the facilitator's guide for the MAPC presentation. Additionally covered, there are key questions committee members can ask of the residents to draw out views and opinions on affordable housing. There also be activities for participants to share views through activities for them to leave their feedback.

Mr. Walsh requested to put a question publicly, "Are both deed restricted affordable units and subsidized housing (there are 48 units in Nahant), counted toward the 10% minimum?" The answer to this question is elemental to the work before the committee. Particularly, deed restricted properties. Mr. Walsh reflected that in the HNA only subsidized housing units are countable to the 10% compliance. Ms. Capano and Mr. O'Reilly stated this was not accurate. Mr. O'Reilly also stated there is no other deed restricted to housing in Nahant.

Ms. Capano highlighted that the 10% is based on units or area and the GLAM analysis is another input that can be considered to meet the threshold. Mr. O'Reilly mentioned that deed restricted is also combined with subsidized housing and potentially giving a develop certain rights in order to develop low income housing units. This can be considered a form of subsidization. Mr. Walsh feels there is lack of clarity if a question is asked that the 10% and could this be considered a form of additional subsidized housing.

Mr. Rauworth asked precisely what kind of units qualify between the 48 subsidized housing units and 161 units to achieve compliance in Nahant. Ms. Capano stated that the focus of the community engagement was toward what the committee is doing and addressing the affordable housing needs in Nahant.

Ms. Capano also reminded the committee that this committee was only recently formed in November 2022 and has met a few times leading up to the community engagement. There are still data that the committee needs to identify and review, some of them meeting the 10% could be a combination of subsidized housing plus identifying affordable housing locations that can be built out. Mr. Rauworth was in agreement; however, the public does not have all this information yet available. Mr. Rauworth expressed his concerns that residents will be attending to hear a presentation, not knowing that this is more about gathering information and feedback.

Mr. Cullinan stepped in to state the committee agreed previously that MAPC was engaged to frame what the community engagement event will be and what it won't be up front at the beginning of the meeting. Ms. Capano went back to the facilitator's guide to share the outline of the presentation and topics that will be covered and also stated that the committee is still developing its own comprehension of data and knowledge. Community input is important so this committee can consider as many sides to this topic as possible to develop a recommendation to the Town.

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Mr. Walsh asked if MAPC could share an outline of what will actually be covered at the community event in the presentation. This will give the committee an opportunity to provide feedback in advance of the community event. Ms. Capano confirmed she would ask MAPC to provide this information.

The Chair again shifted back to review of the facilitator's guide reviewing the remaining topics for the community event. Reminded the committee there would be an opportunity for public comment at the end and then a motion will be needed to close the community event due to the quorum of the committee. The Chair will schedule a meeting next week in order to review outcomes from the community event.

Mr. Rauworth asked for clarification regarding the open meeting law procedures since the committee will be present. The Chair explained that there needs to be an official opening and closing of the meeting at the community engagement event. There is no deliberations of the committee, and the interaction portion of the community is with the public.

4. Next Steps for committee

The Chair moved to the next item on the agenda and requested confirmation to meet on Thursday, March 9th. There were no objections from committee members.

Ms. Spencer asked if there are other options than Thursdays and Ms. Capano stated the calendar of other boards and committees during the week is taking time up on the calendar.

5. Old / New Business for HPP

The Chair will provide an update on open actions to the committee.

The Chair also shared updates on the committee's webpage on Nahant.org and showed the HPP webpage with contact information, meeting notices/minutes, the NHA, materials, and community engagement and will be adding 3A MBTA communities.

Mr. Walsh asked if the NHA is posted on Nahant.org and Ms. Capano did confirm a draft document is available to the public included the document on context communities and housing needs assessment terms.

The Chair moved to the discussion to any new items from the committee. None were presented by committee members.

The Chair announced that Heather Goodwin submitted her resignation to the committee. Ms. Goodwin expressed a personal conflict in her resignation.

Mr. Rauworth asked if there will be a replacement. Ms. Capano stated that she would be consulting with the Town Administrator on this. The membership of the board is eight and we may not need another members but still requires consultation with the Town Administrator. The committee does not have mandatory membership requirement rather the committee was developed to cover a cross section of committees and residents.

6. Citizen's Forum

The Chair moved to the next agenda item. No citizen comments.

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7. Adjournment

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

Roll-call vote taken as follows:

Mr. Cullinan – Yes

Mr. Walsh – Yes

Mr. Rauworth – Yes

Ms. Spencer - Yes

Mr. O'Reilly – Yes

Ms. Karras – Not present

Ms. Capano - Yes

Mr. Wilson – Yes

The meeting ended at 7:55 PM.

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Respectfully submitted as approved at May 4, 2023 Housing Production Plan Advisory Sub-committee Meeting.

By: Michelle Capano, *Chair*