

Nahant Housing Plan Production (HPP) Sub-committee

Thursday, January 5, 2023
via Zoom, 6:30 PM – 8: 30 PM
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 (Joined at 6:45 PM)
- David Wilson, Nahant Housing Authority (Absent)
- Patrick O'Reilly, Planning Board
- James Walsh, Resident Member
- Michelle Capano, Resident Member
- Heather Goodwin, Resident Member

Massachusetts Area Planning Council (MAPC)

- John Cruz, Senior Housing & Land Use Planner, MAPC
- Christian Brandt, Community Engagement, MAPC
- Alex Koppleman, Senior Housing & Land Use Planner MAPC

Town of Nahant

- Antonio Barletta, Town Administrator

Public Attendees

- Kerry Collins
- Emily Potts

Agenda

1. Call Meeting to Order
2. Vote to Elect Chairman, Vice Chairman and Recording Secretary for the Committee
3. Approval of Meeting Minutes
4. Discussion of Housing Needs Assessment Data
5. 3A Zoning Discussion
6. Public Forum Preparation
7. Next Steps
8. Questions / Discussion/Public Comment
9. Adjourn

1. Call Meeting to Order.

Ms. Capano requested to call the meeting to order at 6:31 PM

Mr. Koppelman shared the posted agenda for the meeting for the committee members and the public.

2. Vote to Elect Chairman, Vice Chairman and Recording Secretary for the Committee.

Mr. Cullinan began with the nominations of offices for the committee – Chair, Vice Chair and Recording Secretary. He explained the process for the nominations. Nominations are identified, voted, and then followed by the vote for the appointment.

For Chair, Mr. Cullinan nominated Ms. Capano, seconded by Mr. O'Reilly. Ms. Capano offered if there was anyone else interested in being chair.

The meeting was then interrupted by Kerry Collins, 22 Breeze Hill Terrace, Nahant stating in her opinion as a community member about Ms. Capano not being chair of the committee as she oversees a Nahant community Facebook page. Mr. Cullinan reminded Ms. Collins there is time on the agenda for public comments later in the meeting.

Mr. Cullinan asked for discussion on the vote from the committee and moved to the vote.

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Roll-call vote taken as follows:

Mr. Walsh - Yes	Ms. Spencer – Yes
Mr. Cullinan – Yes	Mr. O’Reilly – Yes
Ms. Goodwin – Yes	Ms. Karras – Yes
Mr. Rauworth – Yes	Mr. Wilson - Not present.

Mr. Cullinan made a nomination to approve the appointment of Ms. Capano as Chair. Roll-call vote taken as follows:

Mr. Walsh - Yes	Ms. Spencer – Yes
Mr. Cullinan – Yes	Mr. O’Reilly – Yes
Ms. Goodwin – Yes	Ms. Karras – Yes
Mr. Rauworth – Yes	Mr. Wilson - Not present.

Vice-chair: Mr. Cullinan nominated Ms. Goodwin, seconded by Mr. Walsh. Ms. Goodwin respectfully declined the nomination. Mr. Cullinan asked for another nomination from the committee. Mr. Cullinan then moved to nominate Mr. Rauworth as Vice Chair, seconded by Mr. Walsh. Mr. Cullinan asked for discussion on the nomination, none provided.

Roll-call vote taken as follows:

Mr. Walsh - Yes	Ms. Spencer – Yes
Mr. Cullinan – Yes	Mr. O’Reilly – Yes
Ms. Goodwin – Yes	Ms. Karras – Yes
Ms. Capano – Yes	Mr. Wilson - Not present.

Mr. Cullinan made a nomination to approve the appointment of Mr. Rauworth as Vice Chair. Roll-call vote taken as follows:

Mr. Walsh - Yes	Ms. Spencer – Yes
Mr. Cullinan – Yes	Mr. O’Reilly – Yes
Ms. Goodwin – Yes	Ms. Karras – Yes
Ms. Capano – Yes	Mr. Wilson - Not present.

Recording Secretary: Ms. Capano nominated Mr. Cullinan, seconded by Ms. Spencer. Mr. Cullinan asked for discussion on the nomination, none provided.

Roll-call vote taken as follows:

Mr. Walsh - Yes	Ms. Spencer – Yes
Ms. Goodwin – Yes	Mr. O’Reilly – Yes
Ms. Capano – Yes	Ms. Karras – Yes
Mr. Rauworth – Yes	Mr. Wilson - Not present.

Ms. Capano made a nomination to approve the appointment of Mr. Cullinan as Recording Secretary. Roll-call vote taken as follows:

Mr. Walsh - Yes	Ms. Spencer – Yes
Mr. Cullinan – Yes	Mr. O’Reilly – Yes
Ms. Goodwin – Yes	Ms. Karras – Yes
Ms. Capano – Yes	Mr. Wilson - Not present.

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Mr. Cullinan passed the role of Chair to Ms. Capano. Ms. Capano thanked the committee and looks forward to working with the committee members.

3. Approval of Meeting Minutes.

Ms. Capano deferred agenda item number two approval of meeting minutes until the next meeting.

4. Discussion of Housing Needs Assessment Data

Ms. Capano asked Mr. Cruz from MAPC to cover the next item on the agenda, Housing Needs Assessment. Mr. Cruz welcomed the committee and members of the public. Mr. Cruz opening remarks provided an overview of the data used to compare Nahant to other communities, highlighted MBTA 3A zoning which will be discussed later in the meeting, preparations for an upcoming community engagement and next steps for the committee.

Mr. Cruz passed the presentation to Mr. Koppleman who walked the committee through the Housing Needs Assessment data. Mr. Koppleman shared that the analysis will be written into a formal report for the committee. Mr. Koppleman explained that this process for the housing production plan is both data driven and public driven.

Housing Needs Assessment is composed of three areas: Community demographics, Housing stock and Housing market affordability. Mr. Koppleman made reference to Nahant compared to “context communities.” MAPC worked with the Town Administrator to define comparable communities to Nahant based on certain data indicators such as population size, location to the coast, etc. The analysis considered various sources of data and a methodology to score Nahant against context communities. The context communities in this analysis are Essex, Hull, Rockport, Marblehead, Ipswich, and Swampscott.

Community demographics

Mr. Koppleman shared population data from 1990 – 2020 showing a 2% decrease in 30 years: 2020 Census data shows Nahant’s population slightly over 3,300 residents.

- Average household size was discussed and shows a decline from 2010 to 2020 with averaging 2.06 owner-occupied persons compared to 2.28 persons in 2010; renter-occupied also had similar decline and current trending to 1.78 persons for 2020.
- Nahant has the smallest average household size compared to context communities.
- Next, Mr. Koppleman reviewed of households with and without children 292 without vs. 1,431 without children.
- Shared was school enrollment and also a decline of 21% for Nahant and equally all context communities had declines in school enrollment. When new housing is added to a community, it is important to review the impact on schools.
- Highlighted also was population of residents with disabilities. In Nahant approximately 10% of residents have a disability (physical, cognitive) and most context communities were trending at about 10%
- Race and ethnicity were also reviewed and Nahant compares to context communities regarding racial diversity, less than 10% people of color.
- Income was also covered and Nahant’s median income of \$94K was lower compared to context communities. The analysis of income between owners and renters did not show significant variations when compared to context communities. Median income over time also illustrated increases between 2015 to 2020.

Mr. Koppleman opened up the discussion to committee for questions. Mr. Rauworth asked in the income statistics are inflation adjusted and comparable rental income ‘then vs. now’ that rental stock may have increased such as the Coast Guard Housing when available. Mr. Koppleman stated the data comes from American Census Bureau and adjusted for inflation. For new rentals being available will certainly impact the median income.

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Mr. Koppleman asked when the Coast Guard Housing became available, and Mr. Cullinan responded in 2008. Mr. Koppleman asked about the Bass Point Apartments and Ms. Capano stated they have been in existence for at least 30 years if not longer.

Ms. Capano shared that increase in median rental income may also be attributed to properties that were not utilizing their in-law or 2-family status and now are which is adding to increased rental units. Ms. Capano stated it would be interesting if we could compare assessment data on the number of rental units between 2015 and 2020 to see if there was a shift in rental stock.

Mr. O'Reilly asked where are we obtained the data on housing and rental. Mr. Koppleman responded that we will cover in the Housing Stock section.

Ms. Capano also shared that in real estate sales there is a shift in homes, where new buyers are moving into the community have higher salaries thereby also increasing the income view. There is also a shift in income across certain industry sectors and shared an example from the financial services sector.

Mr. Cullinan also stated that the change in rental income increases is also contributed to the proximity of Nahant to Boston which makes Nahant desirable. Mr. O'Reilly added that there could be conversion of single-family homes to rentals thus contributing to the increase renters' income sides of this analysis. Mr. O'Reilly would be interested in the data on how the number of rentals were determined in Nahant.

Mr. Rauworth asked for clarification on the use of context communities and if a requirement under 3A. Mr. Koppleman responded this is a best practice in analyzing communities and their data to understand their housing needs from a data perspective. Mr. Rauworth followed up question how this data would influence what this committee decides and can you provide an example. Mr. Cruz responded that this analysis is exactly designed to do just that. At the point when recommendations will be made by the committee, we will have comparable from context communities to help in the decision-making process. We are looking to find examples that are similar to Nahant to find ways to drive the process.

Mr. Cullinan asked about the school enrollment from 2013 – 2018 this may be important if we could obtain current enrollment data. He is aware of kindergarten and first grade enrollment has increased dramatically from 2018 to 2020. Mr. O'Reilly stated conversely there has been a dropped at the 4th and 5th grade. Mr. O'Reilly asked if the data includes middle and high school since Nahant sends students to Swampscott which Mr. Koppleman confirmed.

Ms. Capano asked if it would be possible to segment the analysis K-6th grade and 7th grade to 12th grade since there are differences in enrollment. Mr. O'Reilly agreed given and Mr. Cullinan was interested in the enrollment review more closely. Mr. Walsh suggested contacting the Superintendent of schools to obtain updated information on school enrollment. Ms. Karras offered to assist with school enrollment data.

Housing stock (housing types, sizes, etc.)

Mr. Koppleman walk the committee through the next section of the analysis on Nahant's Housing stock.

- The majority of housing stock in Nahant is owner-occupied (77%), rentals (15%) and vacant properties (8%). This data is based on ACS data provided.
- Over 70% of housing stock is single family homes in Nahant similarly compared to context communities.
- Further discussed was the breakdown of single family, 2-4 family properties and higher, average number of bedrooms per housing units, and total building permits dating back to 1980 – this will need assistance on the building data to further refine the analysis as the basis of this is census data.
 - Mr. Rauworth asked a clarifying question on whether this data is no new building permits or permits for dwellings for multi-units. Mr. O'Reilly stated that the Bass Point Apartments was

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permitted in 1972 which is outside of this analysis. Mr. Cruz confirmed that the permits were for new build construction.

- Mr. Koppleman confirmed that the building permits is for units but will need to research further the census data.
- Median rents were discussed, and Nahant was trending at \$1675 (2021 – 2022). There are not many rentals for a sample size; however, the sample revised was based on 1-bedrooms which is attributed to the Bass Point Apartments. This appears to be more affordable compared to content communities.
- Home sales was also reviewed, and Nahant has the highest median sale price (\$950,000) compared to context communities and was lower on condominium sales (\$376,000) compared to content communities.
 - Since 2020, Nahant has seen a 78% increase in home prices and 14% increase in condominiums likely due to the low interest rate environment.

Mr. Koppleman solicited feedback from the committee. Mr. Rauworth asked if the appreciation in Nahant comparable to the rest of the area. Mr. Koppleman confirmed since 2020.

Ms. Capano and suggested we remove the Bass Point Apartments from the rental analysis as this is going to cause an unnecessary normalization of the rentals compared to rentals in a multi-family or single family which may be higher. Mr. Koppleman followed up that the Bass Point Apartments are skewing the median rents.

Mr. Cullinan was interested in that 60% or more are 3 or more bedrooms and potential for accessory dwelling units. Mr. O'Reilly also stated that this might free up housing for older persons. Mr. Cullinan asked if the data could be reviewed into the demographic make-up for the owners of 3 or more bedrooms. Ms. Capano shared that owners of 3 or more bedrooms may be likely have had a shift in their job where they are working from home more as a result of workforce changes and post-COVID.

Ms. Capano asked for the building permits if the data could be reviewed and determine how many were for construction or expansion of an office or bedroom. Mr. Koppleman asked if the town allows conversion of single-family to multi-family. Mr. Cullinan and Mr. O'Reilly confirmed, 'no' not by right.

Housing Market Affordability.

Mr. Koppleman reviewed with the committee key terms and definitions related to affordable housing, cost burden and extreme cost burden. Next, Mr. Koppleman illustrated the differences between lower case "a" affordable housing and upper case "A" Affordable Housing in order for the committee to understand the differences in housing types, what it means in the marketplace and options for Nahant. Mr. Rauworth clarified that lower case "a" is related to market circumstances and Mr. Koppleman also stated that it could change and become unaffordable depending on what happens in the marketplace.

Mr. Cruz contributed that lower case "a" as natural occurring affordable housing which the market takes case of where upper case "A" add protections that the market does not provide. Mr. Rauworth contributed that upper case "A" are considered legally constrained.

Mr. Koppleman moved to the discussion to housing eligibility and its determination by Area Median Income ("AMI"). The latest data as of 2022 for Boston area from HUD (Housing & Urban Development) which includes Nahant is \$140,200 which is significantly higher than Nahant's median income. If a household earns 80% of AMI, this household would be eligible for affordable housing; AMI varies also by household size (1-person, 2-person, etc.). HUD defines income eligible households as 80% AMI (Low Income) , 50% AMI (Very Low Income) and 30% AMI (Extremely Low Income). Mr. Koppleman highlighted the numbers of Nahant households eligible for affordable housing, details types of cost burden households (non-elderly single-person households, elderly

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household, and family households), related data points and variables on cost burden for Nahant, and comparisons to context communities.

Subsidized Housing Inventory.

Next, Mr. Koppleman moved the discussion to Subsidized Housing Inventory (“SHI”). 40B requires Massachusetts communities to have 10% SHI (uppercase “A” affordable housing units). For Nahant, this is approximately 160 units (10% of 1612 households). Nahant has 48 units or 2.98% and the data is based on recent 2020 census data. Compared to context communities, Nahant is very low (Essex is lower) and Ipswich closer to 10%. There are approximately 645 households eligible for affordable housing in Nahant that are 80% AMI or lower.

Mr. Rauworth asked about market rate rental units build through 40B which are also SHI eligible should an unfriendly 40B come in and build. Mr. Koppleman highlighted that the community could also build their own units to address the affordable housing needed. Mr. O’Reilly mentioned the 20-year restriction on the uppercase “A” on the potential units. Mr. Koppleman stressed that communities work with developers on the restrictions involved with the affordable housing requirements in perpetuity. Mr. Rauworth shared an example with Mr. Koppleman to understand the requirements/restrictions of 40B. Market rate owner-occupied units do not count to SHI.

Mr. Cullinan shared another example of 40B on SHI for discussion regarding 100 rentals built and 25% are affordable but all would count toward SHI. Mr. Rauworth modified this example, and the rentals were converted to condos what would to the SHI. Mr. Koppleman stated he would have research and come back to the committee with further details. Mr. O’Reilly was interested in the market rate rentals in perpetuity is that by regulation or by Statute. Mr. Koppleman states this would need to be reviewed further.

Mr. Koppleman discussed Safe Harbor from 40B, and communities would need to meet their 10% SHI requirement. Another alternative is Nahant adopts a local housing production plan and is certified by the state and is good for 5-years and can be re-certified. Should Nahant incremental increase its affordability housing stock, this can also be used to extend Safe Harbor coverage. The purpose is to show progress in meeting SHI.

Mr. Cullinan summarize the two Safe Harbor variables and added the GLAM maybe another method as well. He then asked Mr. Koppleman to review GLAM at high-level. Nahant is also looking to obtain Safe Harbor through GLAM. Mr. Cullinan explained the area in town set aside for affordable housing and meet 2% of land areas dedicated to SHI. Mr. O’Reilly also clarified that was acreage of the housing lot but now restricted to the footprint of the building and reduced to obtain the 2% making it more difficult. Nahant is looking at the GLAM analysis and Nahant is at 1.5% of 2% and was completed by Stantec Engineering.

Mr. Cullinan questioned if you set aside a property is all rental for 40B instead of 25% and only 25% contributes to the GLAM. If the footprint is all rental for affordable and does that all contribute to the GLAM. Mr. Koppleman mentioned we can consider this with the strategies. Mr. Cruz confirmed that the Town Administrator had sent over the GLAM analysis; however, MAPC has yet to review in closer detail. Mr. Rauworth asked if the Stantec analysis could be circulated to the committee. GLAM is another independent and alternative threshold on 40B Safe Harbor. Mr. O’Reilly also contributed that the 40B Safe Harbor could be achieved by reduction the percentage residential zoned areas of Town and all other non-residential areas are already zoned.

Mr. Koppleman brought the discussion back to the affordable housing and eligibility and understand that the need does exist in Nahant. The data shows housing challenges and pressures, and what the can do we do to support the residents. Mr. Cullinan stressed the need for the Town to have control over its housing plans, and the Town needs to put forward more affordable housing. Mr. O’Reilly stated if the Town can double its housing and obtain its land area threshold, it would be achieving both objectives.

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5. Multi-family Zoning for MBTA Communities.

Next topic was presented by Mr. Cruz. Mr. Cruz reviewed the requirements of the Multi-family Zoning for MBTA Communities (“3A Zoning”). Recently passed by State statute for all MBTA communities that are served by public transportation – bus, subway, commuter rail. Nahant is categorized as an adjacent small Town as no services run directly through Nahant. This allows for multi-family zoning by right and could be adopted through change in zoning, new zoning district(s) or overlay district. Zoning needs to be adopted by communities by December 21, 2025.

The expectation is any zoning changes will be presented at Town Meeting for approval. Nahant will be submitting its interim compliance by January 31, 2023. The purpose is to make sure all the necessary changes are completed in advance through the housing production plan and available prior to Town Meeting so that any changes that occur with can happen before final votes at Town Meeting happen.

Mr. Cruz shared that the committee should review the scope of services and deliverables and all work will be completed by July of 2023. Referencing adjacent small town, Mr. Cruz shared where Nahant fits compared to other communities.

Why is this happening? Mr. Cruz stressed the housing crisis in Massachusetts and the demand and costs of housing is among the highest in the country. Massachusetts Department of Housing and Community Development (“DHCD”) oversees these strategies to overcome the housing issues and manage safeguards to help communities. Mr. Cruz highlighted the benefits of 3A zoning – creates lower case “a” affordable housing options and adds upper case “A” Affordable Housing to the Town’s SHI. There are opportunities for funding through grants and funding program such as MassWorks. However, housing authority budgets may be affected due to non-compliance.

Mr. Cruz reviewed the minimum zoning requirements for Nahant:

- Zone for 86 new units to be build by right, not requiring any special permit and developments subject to site plan review process.
- No minimum district size or number of 3A districts
- Minimum gross density of 15 units per acre using variety of housing options such as condo and townhomes.

Mr. Cruz further explained the “missing middle housing” and shared examples with the committee. These would be combination of housing solutions that fit the character of the Town.

What 3A Zoning cannot do:

- All homes must be suitable for families with children. Zoning cannot allow senior only developments.
- Wetlands, for example, or land with environmental constraints are excluded from 3A district.
- Public land, public open space, and institutional land are also excluded from 3A zoning.

What 3A Zoning can do:

- Place the zoning anywhere in Town; there is no station to build around.
- Prove its financially feasible.
- Create districts that satisfy multiple requirements; 3A district could be 40R as well.
- Create varying levels of density to allow 15 gross units total. Other overlays could allow for additional density in some areas or reduce density in other areas.

MAPC will use a data set to determine compliance through DHDC which consists of geospatial (GIS) database, zoning checklist and unit capacity estimator.

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Mr. Cruz reviewed the planning process for 3A Zoning and the role of the subcommittee and its engagement with MAPC. There are four stages: Data analysis, Public outreach, Recommendations, and Deliverables – draft zoning and communication materials. Included will be training on the 3A zoning initiatives so that the committee is well prepared to address questions from the community.

Ms. Capano confirmed scope related to reviews and recommendations for the 3A zoning. Mr. Cruz stated that MAPC will bring ideas on zoning and proposed recommendations for the committee to consider. Ms. Capano asked if this will consider reviews with properties were not titled correctly and will this alleviate some of the challenges for this project. Mr. Cruz confirmed this project will take into account what will be built by right not what has already been built.

Ms. Capano asked what happens to a conversion of a single family home to a multi-family and now wants to convert to short-term housing. Mr. Koppleman explained if this comes up impacting housing stock by short-term rentals, the Town can consider putting policies in place to preserve affordable housing units. Ms. Capano explained there is a Short-Term Housing Committee evaluating the maximum number of units of 4% to 6% of total housing units in Nahant.

Ms. Goodwin stressed that if we are concerned about the affordable housing in Town, we need to have our feedback communicated to the Short Term Rental Committee (“STRC”). Ms. Goodwin stated that STRC needs to have an article for Town Meeting and they do not want resident feedback to help shape the zoning bylaw or regulations. Ms. Goodwin feels these two issues are connect fundamentally and this committee are eliminating affordable housing and should share the committee’s opinion on this.

Ms. Capano agreed with Ms. Goodwin and expressed that we can work with the chair of the Short Term Rental Committee and do a joint meeting in order to review the goals and objectives of the Housing Production Plan Committee and share the potential conflicts and overlaps so there is proper alignment can be achieved by both committees. Ms. Capano also stated that the Planning Board did a public hearing on short term housing in order to provide their feedback and recommendations to the STRC as they prepare their proposed zoning bylaw.

Ms. Capano offered to start the discussion with an email to the Chair of STRC introducing the Housing Production Plan Sub-committee and what this committee seeks to accomplish and set up a joint meeting. Ms. Goodwin agreed in linking these committees on these discussions.

Mr. Rauworth contributed that both committees are looking to set limits on the accumulation of Airbnb’s in Nahant and that would serve the objective on the affordable rental stock. Ms. Capano stated there was guidance proposed by the Planning Board, but it was uncertain whether the STRC was going to adopt that guidance or not.

Mr. O’Reilly stated that the STRC will be submitting their recommendations to the Board of Selectmen (“BOS”) for a Town Meeting article and we (HPP) have an opportunity to help refine the article before Town Meeting or at Town Meeting. Mr. O’Reilly also emphasized that any zoning bylaw changes also need to go back to the Planning Board for review and a public hearing prior to Town Meeting. Mr. Cullinan also stated that he asked the Town Administrator that there be a meeting with the Planning Board and STRC so they can come to terms on what will be recommended before STRC makes a final recommendation. Mr. Cullinan welcomes if this committee wants to meet and that the BOS can open/close the Warrant up to a certain period of time prior to Town Meeting up to 14 days prior to the Warrant going to print.

Mr. Walsh asked if all the information reviewed tonight can be sent to the STRC. Mr. Koppleman recommended that the HPP chair make that outreach to the STRC. Mr. Cruz also mentioned that the data will be compiled into a narrative for final review. Mr. Walsh added if we can set a schedule of meetings and should consider meeting more often. Mr. Cruz envisioned for this to happen after the public forum.

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Ms. Capano asked about meeting weekly with MAPC and Mr. Cruz stated due to contractual arrangements that MAPC has a certain number of meetings allotted in its contracts, nine meetings total between HPP and 3A contracts. Mr. Rauworth stated that this does not limit the HPP committee from meeting.

6. **Public Forum.**

- Proposed to hold in late Feb 2023 – date and venue, in-person.
- Present the data from the Housing Needs Assessment and 3A compliance.
- Focus on the Housing Production Plan inputs.

Ms. Capano asked about school vacation week. Ms. Karras clarified that February school vacation is the week of February 20th. Discussed was week of February 13th as possibility. MAPC proposed was the Nahant Life Saving Station and Ms. Capano declined that Town Hall would be better for larger capacity. Also discussed with streaming the meeting and broadcast via YouTube. Acoustics in Town Hall are challenging and need to consult with the Town Hall regarding AV equipment and holding the event. Ms. Capano asked about 1-page flyer and MAPC confirmed they can assist including a press release. Mr. Walsh are there any videos available that can help the public understand the nomenclature of affordable housing and 3A. Mr. Koppleman shared that the project website can be the conduit for this. MAPC will work with the Town Administrator on confirming a date.

Ms. Goodwin asked how does this gathering differs from these meeting and how are we touching the residents emotionally on affordable housing. Ms. Goodwin recalled 15 years ago when the subject of affordable housing was presented and that developer had many facts but lacked authenticity to the project. Mr. Cruz stated the goal is to obtain feedback from the community and understand what makes sense for the community in order to accomplish the housing goals for the Town.

Mr. Cruz shared at a high-level there would be a presentation, engagement activities with residents, and opportunities to provide feedback and smaller conversations and visioning exercises on what residents want to see. Mr. Rauworth asked that there is no objective to have an articles for the May Town Meeting. Ms. Capano confirmed that is correct. Mr. Rauworth asked who has to act on the Housing Production Plan. Mr. Koppleman stated it needs to be adopted by the Board of Selectmen and the Planning Board and certified by the State.

Mr. Walsh asked for the community engagement meeting that residents will have an opportunity to write questions or comments, or submit questions or comments in advance of the meeting.

7. **Next Steps**

Mr. Cruz shared that MAPC will finish the Housing Needs Assessment,, review further data on transit related items and bus stop analysis, zoning analysis and start some work on 3A zoning and begin interviews with the committee members on community engagement which Mr. Brandt will be leading.

Ms. Capano shared the action items from tonight's meeting:

- Ms. Karras will follow-up on the student enrollment data with the Superintendent of Public Schools.
- Mr. Cullinan will liaise with the Town Administrator on the Stantec analysis to be shared with the HPP committee.
- MAPC will distribute tonight's presentation.
- Ms. Capano contact the chair of the STRC in order to schedule time with this committee.
- Mr. Cullinan will also follow-up with the Town Administrator on scheduling a joint meeting of HPP, STRC and Planning Board to discuss 3A compliance
- Confirm follow-up discussion with Town Administrator with MAPC and HPP Chair

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- Ms. Capano to connect MAPC with Town Assessor and Inspectional Services on both assessments and permit data.

Mr. Walsh asked if there is separate committee looking at accessory dwelling units (“ADU”) separate from short term housing. Mr. Cullinan confirmed not at this time. Mr. Kopleman stated that could be a possible recommendation that could be considered for the housing production plan. Mr. O’Reilly mentioned that the Planning Board had a subcommittee looking at ADUs but has not made much progress. Ms. Capano expressed that ADUs has been discussed at STRC and has not been discussed favorably. Mr. Walsh stated that this will be an important issue to consider.

Mr. O’Reilly stated that ADUs do not count towards 3A Zoning requirements. Mr. Cullinan expressed that ADUs do count toward 40B Zoning and are part of the provision the state adopted, it becomes a matter of right and hopes this can be supported by the Town. Mr. Rauworth asked if ADUs would require an approval of Town Meeting. Mr. Cruz shared that Salem has adopted ADU provisions and Beverly is close to being accepted in that community. Mr. O’Reilly expressed that legislature changed the adoption by Towns for ADUs to a simple majority approval at Town Meeting and not 2/3rds (super majority) where most bylaw changes would require.

8. Questions / Discussion/Public Comment

Ms. Capano opened the next agenda item for public comment and feedback. No comments where received.

9. Adjourn

The chair motioned to adjourn the meeting. Mr. Rauworth so moved. Ms. Karras seconded the motion.

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	

Meeting ended at 8: 51PM.

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Respectfully submitted as approved at March 2, 2023 Housing Production Plan Advisory Sub-committee Meeting.

By: Michelle Capano, Chair.