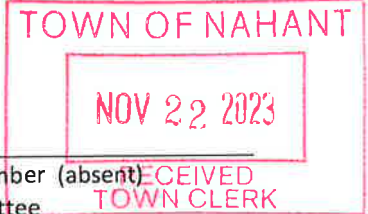


Nahant Housing Plan Production (HPP) Sub-committee
Thursday, October 5, 2023
via Zoom



Committee Members

- Michelle Capano, Resident Member, HPP Chair
- Mark Cullinan, Board of Selectmen
- Patrick O'Reilly, Planning Board
- Patty Karas, School Committee
- Michael Rauworth, Zoning Board of Appeals
- Dana Sheehan, Nahant Housing Authority
- James Walsh, Resident Member (absent)
- Lynne Spencer, CPA Committee
- Josie Reis, Resident Member (absent)
- Antonio (Tony) Barletta, Town Administrator
- John Cruz, Senior Housing Planner, MAPC
- Alex Koppleman, Senior Housing Planner, MAPC

Citizen attendees

- Lisa Scourtas
- George Mihovan
- iPhone
- MacBook Pro
- Resident
- Cassandra Roy
- (617) 233-8600
- (617) 784-8646
- (781) 913-4679
- iPhone Enzo
- Candace Cahill

Meeting Agenda (Amended)

1. Call meeting to order
2. Approval of Meeting Minutes
 - Meeting minutes 2023-08-31
 - Meeting minutes 2023-09-28
3. Review Draft Housing Plan with updates
4. Proposed motions for consideration by the committee which may be changed, revised, or removed during the committee meeting. Additional motions may be added by any committee member during the meeting.
 - Vote to include the revised business district (known as B-1) located on Nahant Road in the housing plan
 - Vote to include the revised Church property in the housing plan
 - Vote to include Vernon Street property in the housing plan
 - Vote to accept draft housing plan as amended or with subsequent changes from the committee, and send to the Board of Selectmen and Planning Board for review
5. *Review recommended strategies*
 - *Discuss implementation of the six recommended strategies*
 - *Discuss general implementation time frame (short-term, medium-term, and long-term) and the entities that would be involved in implementation*
6. Committee New Business
7. Committee Old Business
 - Reminder on use of email and Open Meeting Law
8. Adjournment

1. Call Meeting to Order

The Chair of the Housing Production Plan Sub-committee ("HPP") called the meeting to order at 6:35 PM.

2. Approval of Meeting Minutes

Due to technical issue with preparing the 2023-09-28 meeting minutes, the meeting minutes were not voted for approval.

The Chair asked for a motion to approve the meeting minutes of 2023-08-31. Mr. Cullinan moved the motion. Mr. Rauworth seconded the motion.

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Roll-call vote was taken:

Mr. Cullinan – Yes

Mr. Rauworth - Yes

Ms. Spencer – Yes

Ms. Capano – Yes

Ms. Karras – Yes

Ms. Reis – Not present

Mr. Walsh – Not present

Mr. O'Reilly - Yes

Mr. Sheehan – Not a member of the committee and could not vote

3. Review Draft Housing Plan with updates

The Chair directed the Committee to the document which the committee has been using to capture updates and changes to the draft housing plan. The Chair reviewed the recent updates that were sent to MAPC for inclusion in the draft housing plan and also discussed questions that were sent to MAPC. The committee discussed further the updates and changes to the draft housing plan.

Mr. Rauworth asked for a clarification on the use of GLAM applied to safe harbor and how much can be built on GLAM dedicated land. Mr. Koppleman responded that the GLAM has to do with land used for Affordable Housing development and the property is the size that is needed. Mr. Rauworth followed up that if we had for example 3.5 acres dedicated for Affordable Housing, where would we look to address the density to achieve Safe Harbor.

Mr. Cullinan believed there is a difference between rental vs. owner-occupied. Mr. O'Reilly added that the difference is when there is a comprehensive permit where the totality of the land can be used for GLAM.

Mr. Cullinan offered the following example on GLAM:

If there was 1 acre of land where 25% of the land or 10 units is set aside for Affordable Housing vs. owner-occupied deed restricted property of the 25%. The entire 1 acre of rental units could be applied toward the GLAM analysis where only 25% of the 1 acre of deed-restricted affordable housing would apply to the GLAM analysis.

Mr. O'Reilly caveat stated that the deed restricted on the owner-occupied may be 20-25 years. Mr. Koppleman added that the deed restriction can be restricted in perpetuity for Affordable Housing units.

Mr. Rauworth wanted to ensure the town can add 1% to 1.5% SHI of new units to ensure safe harbor. Mr. Koppleman added that requirement is only temporary of 2 years when the 1.5% is added to the SHI. After the two years, the SHI would need to increase again where the GLAM would be permanent.

4. Proposed motions for consideration by the committee which may be changed, revised, or removed during the committee meeting. Additional motions may be added by any committee member during the meeting.

- a) Vote to include the **revised business district (known as B-1) located on Nahant Road** in the housing plan

The Chair confirmed with the committee that business district on Nahant Road will not be included as an opportunity site under 40B.

- b) Vote to include the revised **Church property** in the housing plan

The Chair asked the committee to clarify the revisions to the Church site and does the committee wants to vote on its location. Mr. Sheehan expressed that the Church site and the Rectory is a red flag and does not see it as a valuable opportunity site. Mr. Sheehan advocating removing the Church site. The Chair asked for a motion on the Church site.

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Motion: Mr. Sheehan motioned to remove the Church site and the Rectory as an opportunity site from the housing production plan. Mr. O'Reilly seconded the motion.

Roll-call vote was taken

Mr. Cullinan – No	Mr. Rauworth - No	Ms. Spencer – No
Ms. Capano – No	Ms. Karras – No	Ms. Reis – Not present
Mr. Sheehan - Yes	Mr. O'Reilly - Yes	Mr. Walsh – Not present

The motion fails: (2) Yes, (5) No. The Church site and the Rectory will be included as an opportunity site in the housing plan.

Mr. Koppleman clarified that the committee would like to keep the Rectory as an opportunity site. Mr. Sheehan requested a vote to take to include the Rectory in the housing plan.

Motion: Mr. Rauworth motioned to modify the Church site and delete the southeast portion of the Church and parking area and remain the north and west portion known as the Rectory location for the purpose to include as an opportunity site in the housing plan. Mr. Cullinan seconded the motion.

Roll-call vote was taken

Mr. Cullinan – Yes	Mr. Rauworth - Yes	Ms. Spencer – Yes
Ms. Capano – Yes	Ms. Karras – Yes	Ms. Reis – Not present
Mr. Sheehan - No	Mr. O'Reilly - No	Mr. Walsh – Not present

The motion passes: (5) Yes, (2) No. The Church site – the Rectory will be included as an opportunity site in the housing plan.

c) Vote to include **Vernon Street property** in the housing plan

The vote was updated to include and remove the Reading Cooperative Bank

Motion: Ms. Capano motioned to remove both the Reading Cooperative Bank and Vernon Street Vacant Lot as opportunity sites from the housing production plan. The motion was seconded by Ms. Spencer.

Roll-call vote was taken

Mr. Cullinan – Yes	Mr. Rauworth - No	Ms. Spencer – Yes
Ms. Capano – Yes	Ms. Karras – Yes	Ms. Reis – Not present
Mr. Sheehan - No	Mr. O'Reilly - Yes	Mr. Walsh – Not present

The motion passes: (5) Yes, (2) No. Reading Cooperative Bank and Vernon Street Vacant Lot will not be included as opportunity sites in the housing production plan.

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- d) Vote to **accept draft housing plan as amended or with subsequent changes from the committee** and send to the Board of Selectmen and Planning Board for review.

Motion: Vote to accept draft housing plan as amended or with subsequent changes from the committee and send it to the Board of Selectmen and Planning Board for review and adoption. The motion was seconded by Ms. Spencer.

Roll-call vote was taken

Mr. Cullinan – Yes	Mr. Rauworth - Yes	Ms. Spencer – Yes
Ms. Capano – Yes	Ms. Karras – Yes	Ms. Reis – Not present
Mr. Sheehan - No	Mr. O’Reilly - Yes	Mr. Walsh – Not present

The motion passes: (6) Yes, (1) No.

5. Review recommended strategies

MAPC provided an overview of the finalized a) HPP Development Opportunity Sites. The discussion included a review of the b) HPP implementation Strategy and c) steps to Adopt the Plan.

Mr. Cruz and Mr. Koppleman lead the committee through the discussion with the committee.

a) HPP Development Sites

Additional sites were added to the draft housing plan with the exception of the business district as it’s an area vs. a parcel. All sites for the housing plan must be parcels and collections of parcels are not for the housing plan but will be applicable to the potential 3A zoning districts.

Mr. Rauworth asked that the second bullet on the slide be clarified and requested that be modified with a semi-colon (;) so that it is clear with regards to the identification of parcels vs. areas for the housing plan.

The Chair added that the committee had considerable discussions on the business district and Mr. Rauworth commented that the committee may have inadvertently considered the areas vs. individual parcel. Mr. Cullinan also added in discussions with the Town Administration, MAPC, and the Chair that this location could be included in the Appendix Mr. Koppleman stated 40B best use is by individual property and not area/location.

For this location, 3A would be more appropriate and consistent with improving zoning. The business district on Nahant Road/Spring Road would be an actual district for purposes of 3A zoning. The bank was included as a new site for the housing plan. Mr. O’Reilly specified the parcels along Nahant Road in the business district. However, the Chair disagreed as no individual addresses were discussed. Mr. Rauworth stated that the committee could amend its recommendations, so that the business district individual parcels could be included in the housing plan.

The Chair advised the committee that the draft housing plan is due to Board of Selectmen and the Planning Board for early November. If the committee is adding scope, there is additional time that will be needed of MAPC to develop the opportunities and constraints and the return to the committee to review. The Chair asked the committee to reconsider adding the business district to the scope of the housing plan and that the housing plan can be modified and updated after it is submitted to the State. Mr. O’Reilly did not

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object to this approach as long as we are inviting developers to submit a comprehensive permit for development and if can be covered in 3A, it could be done by right

Mr. Koppleman updated the committee for the Church site that the housing plan was updated to reflect the location of the rectory and made it more distinct and clearer. This location would still require further review and/or action since it is one parcel and discussions with the Archdiocese of Boston on its disposition, if any.

Mr. Koppleman also mentioned that Housing Authority South was added to the housing plan.

Mr. Rauworth requested that the location of the site be further defined as 'the Rectory' so not to confuse residents of the location. Mr. Barletta asked if this location is accurate and the possibility of being considered for affordable housing. Mr. Cullinan responded that around 2012-13 when Mr. Cullinan was the Town Administrator that he had discussions about the Church and the Archdiocese informed Mr. Cullinan that if the property was to be sold that the Town would have first right of refusal.

Ms. Spencer asked if we could do further definition on the Nahant Country Club site. Ms. Spencer believed there is value reviewing the existing building, parking area, and lawn. This is a property identified as heritage landscape and so modifying the recommendation would be appropriate. The Chair clarified with Ms. Spencer for this opportunity site to exclude the location to the left and include only the Tudor estate, parking, and tennis courts. The Chair will send an update for the Nahant Country Club to MAPC show the change and demarcation of this site.

Mr. Koppleman shared with the committee that the additional sites – Reading Cooperative Bank and Vernon Street Vacant Lot where not previously identified nor shared with public for input or feedback.

The Chair presented a view to remove the Vernon Street site as this location was also not previously identified and not presented to the public for feedback. The Chair also shared other locations on Vernon Street, Swallow Cave Road, and Prospect Street of similar composition as vacant land that could or should be included or not. This location is a private property compared to other sites which have existing business use.

Mr. Rauworth asked how is this different from Reading Cooperative Bank. The Chair responded that other sites that were presented were previously identified and put to the public for feedback where the Vernon Street site was not. Mr. Rauworth further commented that Ms. Reis requested including the Valley Road Community Center and not leaving certain areas of Town protected as to create an imbalance. Mr. Rauworth added that the committee should not be viewed as protesting one area over another. The Chair provided additional examples of site on Cary Street and Spouting Horn Road of locations where vacant lots are available and also locations with a high tax base. Mr. Cullinan commented that the sites selected were either business districts or business use and have not identified a privately owned site and none has come up in the public forums. None of these types of sites had been previously discussed and the housing plan can be revised within the 5 years. There are some sites in East Point that are in trusts and may have limitations including conservation restrictions which may preclude them from development. Mr. Koppleman offered that adding additional sites is not recommended where the committee is in the process. The sites identified were based on months of work analyzing constraints on wetlands, topography, etc. and then presented to the public for feedback.

Ms. Spencer stated that the points raised have argued that these locations can be deferred for later and future housing plans. Mr. O'Reilly added he had heard particular criticism that other areas in Town had not been considered but acknowledged of the time available to the committee. These were late considerations and should reflect on the process. Mr. Koppleman responded related to feedback from the

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community forum on sites that had development constraints related to wetlands, etc. The sites in East Point have limited protections or deed restrictions which removed them from consideration. The plan provides opportunities for private property owners to add an accessory dwelling unit (ADU) which is one of the zoning recommendations and is another way for the larger privately owned properties further flexibility long with 3A zoning recommendations.

b) Strategy Implementation

Mr. Koppleman moved to the next discussion topic. MAPC presented a chart which will be included in the housing production plan that will provide high level guidance on how to implement the recommendations. MAPC is seeking the committee’s feedback on appropriate timelines and entities in Town that would implement the recommendations.

Highlighted were the housing goals:

- Goal 1: Expand “little to middle” housing options
- Goal 2: Produce upper-case “A” Affordable Housing
- Goal 3: Reduce housing instability for seniors and vulnerable households
- Goal 4: Harmonize housing needs with sustainability goals

Mr. Koppleman reviewed strategies and the ranking of the strategies against the goals and implementation factors (public support, cost, feasibility).

Ms. Capano asked MAPC what is their guidance for time frame of short, medium, and long term. Mr. Koppleman responded as it pertains to the five-year housing plan, short-term would be immediate within one-year, medium-term two to three years, and long-term would be up to five years.

Ms. Capano commented that related to implementing the housing strategies, there should be consideration to a housing committee that becomes responsible for the housing plans implementation. Ms. Capano also asked where will this implementation plan be positioned in the housing plan. Mr. Koppleman responded that that the chart will be in the section for the housing strategies and will be a tool that can focus on the implementation and has the necessary guidance.

The table was reviewed and discussed with the committee and MAPC.

Strategy	Responsibility Entities		Implementation Factors
	Lead	Support	Time Frame
1. Establish an Affordable Housing Trust (AFT)	Town Staff / Housing Authority	Implementation committee, Board of Selectmen, Community Preservation Committee, HPP Committee Advisory & Finance Committee	Proposed Short Term Requires Town Meeting vote
	<p>Mr. Cullinan agreed with Ms. Capano that the time frame should be short-term to start capturing the benefits of funding the trust sooner. This trust would be needed to work on other housing initiatives. Mr. Rauworth commented that once the trust is established it can receive funds annually which Ms. Spencer confirmed.</p> <p>Mr. Sheehan added that AFT needs to be defined and there is some work to do related to governance and funding. Ms. Capano added that CPC already has a housing fund and that for AFT to proceed there is a level of knowledge and education that needs to happen for community support.</p>		
	Planning Board	Grant funded consultant,	Proposed Medium Term

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Strategy	Responsibility Entities		Implementation Factors
	Lead	Support	Time Frame
2. Adopt a Zoning Bylaw permitting Accessory Dwelling Units (ADU)		Zoning Board of Appeals (ZBA), Inspectional Services Board of Selectmen, HPP Committee	
	Mr. Rauworth stated this will become a very political process on who occupies and ADU and will require much thought. Ms. Capano offered that Mr. Rauworth is focused on the regulations of ADU's and what could simpler is adopting the State's legislation on ADU's and work towards regulations setting the permissibility on what will be allowed.		
3. Use 3A Compliant Zoning to encourage Small Multi-family Housing Options	HPP Committee with support from MAPC	Planning Board and ZBA	Proposed Short Term
	Mr. Rauworth offered that there is 15 months until compliance. Mr. Koppleman mentioned that work has already started and also information from creation of the housing plan will also contribute to 3A.		
4. Consider Using Publicly owned Development Opportunity Sites for Affordable Housing and Town-wide Public Park Space.	Town Hall	Housing Authority, Town-owned Land Study Committee, Grant funded support*	Start Near Term - Proposed Long Term
	<p>Mr. Sheehan asked for clarification on which sites such as Greystone Road or Housing Authority locations. Mr. Koppleman confirmed this would be town-owned properties. Sheehan offered that this can be started and some sites that are less controversial; however, the CGH is a bigger effort to get started. Ms. Capano stated that the BOS has to review these sites and provide direction back to the Town Administrator and the committee on which sites to move forward. Aspects such design guidelines need to be developed and scope of work would need Town Meeting approval. Mr. Koppleman shared the options such as assistance through Massachusetts Housing Partnership and/or Mass Housing or MAPC. Mr. Sheehan asked if veterans housing as well and Mr. Koppleman confirmed.</p> <p style="text-align: center;">*Apply for technical assistance through Massachusetts Housing Partnership and/or Mass Housing to help dispose town-owned land.</p> <p>Mr. Sheehan believes this strategy lacks focus and also applies to CGH and on some sites could start quickly. Mr. Koppleman stated the decisions need to be made through the public process.</p> <p>Mr. Barletta provided his comments on Greystone Road. There are multiple options on this location whether is a development opportunity with a developer or if the Housing Authority takes part in this. It is not decided if the Housing Authority will own and manage this location after a development. There are considerations to address in the development and moving existing residents to a new location and then work to modernize other Housing Authority properties.</p> <p>Mr. Sheehan responded that the Housing Authority did not object to Greystone Road development, but the Board of Commissioners has not had further discussions on the other housing authority locations and their inclusion as opportunity sites in the housing plan. There is concern that the Housing Authority is not up to speed on the proposed housing plan. Mr. Barletta offered that there should be further dialogue on the housing plan and not limit development sites.</p>		
5. Balance fiscal obligations and state requirements using a portion of the Coast Guard Site for Affordable Housing	Board of Selectmen	HPP Committee, Coast Guard Housing Design and Development Advisory Committee (CGHDDAC) Housing Authority, Planning Board	5A) Short-term, in process 5B) Proposed Medium term

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Strategy	Responsibility Entities		Implementation Factors
	Lead	Support	Time Frame
		Town-owned Land Study Committee, Grant funded support*	
	<p>Mr. Sheehan stated that there would need to be public support which would be contrary to the two prior votes. Mr. Rauworth disagreed.</p> <p>Ms. Capano stated that if there are any changes on the subdivision that this would need to be reviewed by the Planning Board. Mr. Koppleman added that a change may also require a vote of Town Meeting for an Affordable Housing development.</p> <p>Mr. Rauworth asked if the Coast Guard Housing Committee is active. Mr. Barletta responded that it is not active but was authorized at Town Meeting to be re-activated.</p> <p>Mr. Cullinan offered that the timeframe could be short-term and there are no constraints on the property. Mr. Rauworth also commented that the BOS have the authority they need to sell enough lots to pay off the load due on the CGH property and Town Meeting would be required to retain any lots not sold for the purpose and use of Affordable Housing.</p> <p>Mr. Sheehan recommended that this strategy may have two parts: 5A) The Town’s authorized and voted to sell the property and raised funds to demolition the houses for sale and 5B) reconfiguring the property for affordable housing which would require a vote of Town Meeting.</p>		
6. Promote State Programs that support Aging in Place and First-time Homeownership	Town Hall Council on Aging	Council on Aging School Committee Veterans Association Housing Authority	Proposed Short Term
	<p>Mr. Koppleman provided that further details have been provided in the housing plan so as to bring information to the residents including adding links to the Town website.</p> <p>Ms. Capano commented about having in-person sessions such as first-time homebuyers because not everyone may be comfortable reviewing websites and that in-person discussions are equally as valuable. Town Hall could facilitate its implementation.</p> <p>Mr. Sheehan commented many of these strategies are short-term. Mr. Koppleman asked of the committee which of these would go before Town Meeting first. Mr. Cullinan, Ms. Capano, and Mr. Rauworth responded with 3A zoning change.</p>		

The Chair asked of the committee are there any items to discuss for the housing plan or any changes to be proposed.

a) Next Steps for the Housing Production Plan

MAPC will finalize the housing plan with the updated and changes, and the implementation chart, and deliver the draft report to the Town. The draft report will be distributed to the Board of Selectmen and the Planning Board. A joint meeting of both boards will be held to vote to adopt the draft housing plan and send the final report to the State for their review and acceptance. Committee members should attend the joint meeting to advocate for the housing plan to be adopted.

At the joint meeting, MAPC will give a presentation on the planning process and recommendations and take questions. The boards will be asked vote to adopt the plan as is or vote to adopt the plan with conditions that address changes discussed during the meeting. The final housing plan and the meeting minutes will be submitted to the State and review. The Town will have a certified housing production plan and once progress is achieved towards 40B this will demonstrate safe harbor requirements. This meeting with both boards is also

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a public hearing and the public is invited to comment and discuss the work that has been completed and the benefits of the plan and support the plan's adoption. The target date is November 8th.

Mr. Rauworth asked how long will State take to review and accept the proposed housing plan from the Town. Mr. Koppleman responded that typically takes about month. Mr. Rauworth then offered that the Town could have an approved housing plan by year-end.

6. Committee Old Business

The Chair covered the use of email and the Open Meeting Law with the committee. The Chair asked the committee to ensure compliance and forward any questions back to the Chair to be facilitated back to the entire committee.

7. Committee New Business

The Chair asked when MAPC would like to discuss 3A. Mr. Koppleman stated that best to wait until the housing plan is adopted. MAPC has stated some analysis and work towards locations that will make sense for 3A. The Chair offered that given year-end and upcoming Thanksgiving holiday, the committee might reconvene in beginning of December. Mr. Koppleman agreed with that proposal.

Mr. Rauworth proposed additional to the housing plan.

- Page 5 Key Housing Terms NOAH – Natural Occurring Affordable Housing and asked to include “DRAH” for Deed-restricted Affordable Housing is coexistence to subsidized housing inventory.
- Update the salary information for Area Medium Income. The 80% of \$140,200 is not \$111,850 and not exact. This should be the actual calculated number. Mr. Koppleman stated that figure was provided by HUD and is adjusted for family size. Mr. Rauworth suggested the reference to 80% be removed; however, Mr. Cruz stated that the numbers due change year over year and is a nationwide standard. Mr. Cruz suggested that the reference be footnoted and have a link to where the information comes from so reader can review.
- Page 6, footnote #1, Mr. Rauworth asked this footnote be reviewed and updated as it does provide confusion over local need for Affordable Housing and there are no legal need to achieve the required threshold hold. Mr. Koppleman stated if you meet the legal requirement there is still more to meet the actual requirement. Mr. Rauworth wanted to ensure that it covers the local need and not a legal 40B consequence.
- In the Housing Needs Assessment, the reference to Nahant's Area Medium Income \$94,000 should also be updated and has no bearing on the Affordable Housing requirements.

Mr. Sheehan proposed the following updates to the housing plan.

- Page 10, housing production plan opportunity sites change acre to mile.
- Interested parties for this report, FinCom should probably review to assess the budgetary impact from the various proposals. For example, CGH not paying property taxes, what does that mean to the town finances. Mr. Koppleman suggested that FinCom included as support for the AFT. Ms. Capano offered that the CGH pays no rental income and that only rental income was earned from that property. Mr. Sheehan mentioned that FinCom should be included on the review of the implementation strategies.
- Page 100, right to return for residents who were displaced from the CGH. Mr. Sheehan asked that the right to return be subject to pay unpaid rent and any costs such as unpaid utilities. Mr. Koppleman expressed that this detail should not be covered in the housing plan. The Chair also stated that these are recommendations and not requirements to be completed. Mr. Sheehan asked Mr. Cullinan for his views. Mr. Cullinan stated that Town Counsel is working on the matter with the CGH tenants.

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Ms. Spencer asked where the design guidelines be in the housing production plan. Mr. Koppleman offered that design guidelines will be covered under 3A. Ms. Spencer was interested in how design guidelines will be applied for affordable housing. Mr. Koppleman stated design guidelines can be covered more explicitly in an RFP. Ms. Spencer asked to have design guidelines memorialized in the recommendations. Mr. Koppleman agreed it could be included as a criterion.

8. Adjournment

The chair asked for a motion to adjourn the meeting. Mr. O'Reilly/Ms. Karras moved the motion, and the motion was seconded by Ms. Karras/Mr. O'Reilly.

Note: During the roll-call vote of the adjournment, the Zoom call by the host was accidentally disconnected. Committee members Ms. Spencer, Ms. Karras, Ms. Capano, Mr. Sheehan, and Mr. O'Reilly re-joined the meeting.

Roll-call vote was taken:

Mr. Cullinan – Yes (before call disconnected)

Ms. Capano – Yes (re-joined call)

Ms. Spencer – Yes (re-joined call)

Mr. Rauworth – Yes (before call disconnected)

Ms. Karras – Yes (re-joined call)

Mr. O'Reilly – Yes (re-joined call)

Ms. Reis – Not present

Mr. Walsh – Not present

The meeting ended at 8:55 PM.

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Respectfully submitted as approved at the November 16, 2023, Housing Production Plan Advisory Sub-committee Meeting.

By: Michelle Capano, Chair