

**TOWN OF TEWKSBURY
LOCAL HOUSING PARTNERSHIP MEETING
April 14, 2021**

Call the Meeting to Order

Due to the Open Meeting Law policy set forth by the Governor during the current State of Emergency the meeting will be held as a virtual meeting.

Ms. Reed called the meeting to order at 7:07pm. Members present at the meeting were Nancy Reed, Vincent Fratalia, Laura Caplan, Anne Marie Stronach, and James McMullen. Also in attendance was Anna McGinty. Melissa Maniscalco, Greg Peters and Steve Sadwick were not in attendance.

1. Approval of Minutes

MOTION: Mr. Fratalia made a motion to approve the March 25, 2021 meeting minutes. Mr. McMullen seconded the motion. Motion unanimously approved based on roll call with Nancy Reed, Vincent Fratalia, Anne Marie Stronach, James McMullen, voting to approve. (Laura Caplan was not at the meeting yet.)

2. Discussion about Goals and Administrative Assistance

Ms. Reed mentioned that she had circulated a document with the committee's current description from the town website, which listed its responsibilities. She mentioned that in reviewing these, that she thinks the committee can work within what is listed there and it wouldn't make much sense, as a good use of time, to rehash the list. She wanted to hear from the members on their thoughts on this. Mr. Fratalia said that he was good with the current list, as well as Mrs. Caplan. Mrs. Stronach asked for James thoughts and mentioned that she is looking for connections to projects that are at the Planning Board and Con Com level so that our committee knows what is happening with these projects in terms of affordable unit status. She mentioned that we need to capitalize on opportunities and we are not always in the loop. James mentioned that he likes the list of responsibilities and the theory behind what the committee is doing for the town. He is still getting onboard with how things work and how the committee gets things done.

As examples of what the committee is and can do, there was discussion of the Rebecca Lane process, meeting with neighbors, going to town meeting and now the RFP process. Vin explained the 3 homes on South Street process in the same way and mentioned the involvement of Lowell Habitat, Tewksbury Home Build and Soldier On , to provide 3 affordable homes – 1 for a Veteran family. Vin also explained the location of the Old Police Station, where the Planning Board sought for inclusion of 3 affordable homes and it is happening. Vin also explained the location beside Donna's Donuts and the included affordable units there.

Anne Marie wanted to focus on the best way for this committee to have input on these projects and get updates. Vin suggested that Anna or Steve could send us updates. Mrs. Reed explained that this is already happening, although it is not formalized. Anne Marie asked if Anna could be tasked to make this happen. Anna said that this could be an LHP agenda item on a monthly basis. It was decided to have Anna go ahead with this.

Anne Marie asked about a status list of our affordable housing inventory, she has seen this in the past from Steve. Nancy explained that Steve maintains the status list, where there is a breakout of the units in

terms of status, current, permitted, having building permit and so forth. She thinks that once the new census numbers come out, that Steve will most likely be updating the list. Vin mentioned that site across from Haffner's Gas Station, in that all the 34 units will count and Steve sent us an email about that, once the building permit was issued, as it had been tabled for 3 or more years.

Mrs. Reed brought up the consulting help for the committee as was included in the paperwork to improve our work in providing affordable housing in the town. Vin said that he thinks it's a good idea, the more help the better. Nancy mentioned that we need someone with expertise and tools to bridge between the committee, the town, developers, non-profits and the Housing Authority. There is a large amount of paperwork involved. Discussion took place and everyone thinks that this would be helpful, as it is difficult for the town to keep this as a priority. Laura mentioned that she can see that other towns are getting help and so this would help us work better as team. She mentioned that the new selectmen might be against the fee-in-lieu option and she wants to let them know how the funds are used and that it is not an out for the builders. Nancy mentioned that this is a big topic that would require a large discussion. Right now, the Planning Board decides the option. Vin mentioned that it is done on case by case basis, there needs to be a good fit for the units. It was discussed that changes to this rule would occur at town meeting to change the zoning bylaw, and built units will be required in Multifamily developments.

Anne Marie asked what Anna thought about the Responsibilities list. Anna mentioned that she had not looked at them, but that part-time help to support the committee would be a good idea. James said that he thinks that assistance would also help things stay on point during the month, when we are not meeting, so we don't lose momentum.

Mrs. Reed asked if everyone is in agreement, then she will contact the Town Manager and Steve to initiate getting Assistance for the committee as discussed. All agreed that should happen and Mrs. Reed said she will follow-up with Richard and Steve.

3. RFP update. Steve had let Nancy know that he is working with NMCOG on the RFP template

4. Trahan School Reuse discussion:

Anne Marie mentioned that the Chair of the reuse committee, Jay Kelly has said that they will be reaching out to other committees for input about future uses of the site, so we can anticipate seeing something soon.

5. Carter Street Lot discussion:

This will be on the warrant May 3rd.

6. Other Business:

Vin mentioned the Planning Board article to reduce the term to 3 years. This will cause a problem for developers in that they would need to start their hearing processes over because there might not be 4 people to vote on a permit, so this would not be a good idea. AnneMarie mentioned that this is a private article, not from the town and she apologized to Vin that the Planning Board was not notified about the article and found out through the grape vine.

5. Adjournment

MOTION: Mr. Fratalia made a motion to adjourn at 8:15 pm. Motion seconded by Mrs. Caplan. Motion unanimously approved based on roll call with Nancy Reed, Vincent Fratalia, Laura Caplan, James McMullen, Anne Marie voting to approve.

Approved on: May 19, 2021