

**TOWN OF TEWKSBURY
LOCAL HOUSING PARTNERSHIP MEETING
May 19, 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 7:02pm. Members present at the meeting were Nancy Reed, Melissa Maniscalco, Laura Caplan and James McMullen.. Not present were: Anne Marie Stronach, Vincent Fratalia, Greg Peters.

1. Approval of Minutes

MOTION: Mrs. Maniscalco made a motion to approve the April 14, 2021 meeting minutes. Mrs. Caplan seconded the motion. Motion unanimously approved based on roll call with Nancy Reed, Melissa Maniscalco, Laura Caplan and James McMullen, voting to approve.

MOTION: Mrs. Maniscalco made a motion to approve the below language to be inserted into the January 13, 2021 minutes, Mrs. Caplan seconded the motion. Motion unanimously approved based on roll call with Nancy Reed, Melissa Maniscalco, Laura Caplan and James McMullen, voting to approve.

Insert in Jan 13, 2021 minutes :

"MOTION: Mr. Fratalia made a motion to approve the Oct. 19, 2020 meeting minutes. Ms. Maniscalco seconded the motion. Motion unanimously approved based on roll call with Nancy Reed, Vincent Fratalia, Laura Caplan and Melissa Maniscalco voting to approve."

2. Discussion about Housing Consultant -Administrative Assistance RFP Scope

Mrs. Maniscalco asked if the Town Manager was okay with the language and she mentioned that she can assist with some of the items if needed. Mrs. Reed said that the Town Manager had okayed this for review by the committee tonight. Mr. McMullen mentioned that he thinks it is thorough, Mrs. Caplan agreed.

MOTION: Mrs. Caplan made a motion to approve the RFP Scope for the Administrative Assistant as presented and to move forward with this to the Selectmen. Mrs. Maniscalco seconded the motion. Motion unanimously approved based on roll call with Nancy Reed, Melissa Maniscalco, Laura Caplan and James McMullen, voting to approve.

3. Other Business:

E. Clerk for the committee: Mrs. Reed asked if someone would be the Clerk and take minutes for the Committee, she has been doing this for a while. Mrs. Caplan volunteered.

MOTION Mr. McMullen motioned that Mrs. Caplan be the Clerk of the committee, Mrs. Maniscalco seconded the motion. Motion unanimously approved based on roll call with Nancy Reed, Melissa Maniscalco, Laura Caplan and James McMullen, voting to approve.

F. Housing Choice Award – Mrs. Reed updated the committee that the town received the Housing Choice Award for the sidewalk on RT 38 from Colonial Drive to Victor Drive.

4. Adjournment

MOTION: Mrs. Maniscalco made a motion to adjourn at 7:45 pm. Motion seconded by Mr. McMullen. Motion unanimously approved based on roll call with Nancy Reed, Laura Caplan, James McMullen, Mrs. Maniscalco voting to approve.

Approved on: