

## Workforce Housing Commission

### Minutes

April 23, 2008

Falmouth Town Hall, Large Conference Room

#### **PRESENT:**

Housing Commissioners: Willie Audet, Lisa Bousquet, Tim Bryant, Donna Cheney, Ward Graffam, Paul Strout;

Residents: Vince Herzog, Kelly Herzog, Pete Denhom, Scott Carter, Lois Lengyel, Bob Kline;

Town Representatives: Dave Libby, Councilor; Amy Lamontagne, Assistant Town Manager; Theo Holtwijk, Director Long Range Planning

The Workforce Housing Commission had its first official meeting at the Town Hall Wednesday, April 23, 2008. The Minutes are as follows:

**Modifications to the Agenda:** It was agreed there were no modifications needed

**Review of Council Order:** The Commission reviewed and agreed to the purpose, membership and charge of the Ad Hoc Workforce Housing Commission as written and distributed.

**Appointment of chairman and Vice-chairman:** Tim Bryant was nominated and elected to the position of Chairman and Ward Graffam was nominated and elected as Vice-Chairman of the Commission.

**Preparation of Meeting Minutes:** All agreed there should be minutes of all meetings; and, based on input from the residents, the minutes will be posted on the Town Website . Draft minutes will be sent to Chairman, Tim Bryant and the Director of Long Range Planning, Theo Holtwijk, for review, then using our best efforts post them on the Town website a minimum of three days prior to the next meeting. Donna Cheney was appointed Secretary with the option of rotating this function.

**Woods Road Project:** Six proposals came to the Town Office by 3:00 P.M. on April 23 as instructed. All Commissioners received a full set plus a chart of the companies submitting proposals, a one page listing of the submission requirements and a one page listing of the selection criteria. Residents may review the proposals by going to the Town office and reviewing that set.

Theo will take the submission requirements and draw up a chart to be sure all proposals meet all requirements and he will flag any missing information.

We agreed to a process for reviewing the proposals. All Commissioners will review the six proposals by May 7. The Commission will meet on that date to share reactions and to narrow down the list to the top two or three proposals or decide if we need to set up interviews with key personnel to narrow the group down to two or three finalists . Once the interviews are complete, we will decide if we want or need to visit any of the sites to review a company's work and we will decide on which references to contact. We will then be in a position to recommend a company that we feel will do the best for the project and the Town and the Commission will present that selection to the Town Council.

**Meeting Schedule and Agendas:** It was agreed that we would have meetings on an as-needed basis. We will determine next steps at every meeting and those requirements will dictate when and how often we will meet. The agenda for each meeting will be put together by Tim and Theo.

It was agreed there will be no e-mail discussions on the project. Chairman, Tim Bryant, stated that he would not respond to any e-mails sent to him regarding Workforce Housing. He would copy the e-mail and bring it to the full meeting for discussion. All discussions will be public and if someone has a question or needs clarification of an issue, there can be a meeting but no more than two commissioners can attend. It was agreed that only emails from residents related to topics listed on the posted agenda will be reviewed by the Commissioners at meetings.

**Meeting Notification:** The Town will use its best efforts to post a meeting and its agenda on the Website one week prior to the date and will notify all those who are on the Commission's e-mail list or Town meeting list.

**Communications Received:** Theo will keep the Commission informed of any e-mails or phone calls received by his office regarding the project. He will respond to these or refer them to the Commission on an as-needed basis

**Other Business:** Abutters had raised concerns regarding vernal pools and Theo said that there had been a lot of concerns regarding this issue. He said that the on-site vernal pools were mapped in 2007; but that a decision had been made by the town manager to do a vernal pool update using Normandeau Associates. Normandeau will do vernal pool surveys and a site review and will prepare a letter report.

The meeting was adjourned at 7:45 P.M. having no other business.

Respectively submitted,  
Donna Lee Cheney, Secretary