

**Workforce Housing Commission Minutes**  
**September 15, 2008**  
**Falmouth Town Hall Council Chamber**

**PRESENT:**

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

**Town Representatives:** Dave Libby, Town Councilor; Theresa Pierce, Town Councilor; Theo Holtwijk, Director Long Range Planning

**Residents:** Richard Coughlin, Lois Lengyel

**Commission Advisor:** John Gallagher

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The meeting was called to order at 6:05 P.M. The purpose of the meeting was to have a final review of the Commission's Recommendation and Report to the Town Council.

**Approval of Minutes:** Minutes of the August 26<sup>th</sup> meeting were unanimously approved

**Finalization of Evaluation Report for Town Council:** One outstanding question for the Developers Collaborative pertaining to its pro forma was answered. Richard Coughlin asked a number of questions regarding the pro forma.

The Commission was comfortable with the background and rationale of the final recommendation. A motion was made by Willie Audet and seconded by Paul Strout to recommend the Developers Collaborative and Portland Builders as our team to design and build homes for the Workforce Housing project. The Commission voted unanimously in favor of the motion.

This decision is contingent on the Council's approval of the final design and costs.

A second motion was made by Ward Graffam and seconded by Paul Strout to accept the Commissions' Report to the Town Council. The Commission voted unanimously in favor of the motion.

**Next Steps:** September 16 is the deadline for materials to be on line for review by the Town Council prior to its September 22<sup>nd</sup> meeting. Theo Holtwijk graciously agreed to finalize and upload the Report, its attachments and other materials. He also developed a draft order for the Council to review and discuss at that meeting. Theo will also send notifications of the Town Council meeting and the Workforce Housing discussion to the Presidents of the three associations close to the project (Woodlands Homeowners

Association, Woodlands Villa Owners Association, and Cornerstone Homeowners Association). In addition a wide range of abutters will also be notified.

A representative of the Developers Collaborative and Portland Builders will be asked to sit in on the Town Council Meeting. Neither will make a presentation.

If the Town Council ratifies the Recommendation at the September 22<sup>nd</sup> meeting, the Commission's next step will be to meet to develop the details and process for the design and all related costs.

**Other Business:** Councilor David Libby commended the Commission for doing an outstanding job of keeping all discussions open and accessible to the Public.

**Next Meeting:** To be determined

Respectfully submitted,  
Donna Cheney