

Workforce Housing Commission Minutes
May 7, 2008
Falmouth Town Hall, Large conference Room

PRESENT:

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

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

Residents: Bob Kline, neighbor; Tim Flaherty, neighbor; Vince Herzog, neighbor; Lois Lengyel, neighbor

Developer Representatives: Rob McSorley, Sebago Technics; Adam Mack, Minat Development

Advisor: John Gallagher

Approval of Minutes: Minutes of the April 23, 2008 were unanimously approved

Other Business: The following other business items were taken out of order:

- A. Commissioner, Maura McDermott has tendered her resignation as other commitments have precluded her from being able to serve. The Town Council will decide how to fill this vacancy.
- B. Phil Kaplan, a Consultant with the Developers Collaborative Group, raised a concern about a possible conflict of interest as he is on the Community's Facilities Planning Committee. The Commissioners agreed there was no conflict.
- C. Advisor, John Gallagher was included in the Coastal Homes Proposal with MacDonald Associates. That listing was a mistake. John is advising the Falmouth Housing Commission and is not involved with any of the Developers. Rob McSorley of the Coastal Team reiterated that the addition of John's resume had been a mistake. The Commission agreed John was part of our team and there were no conflicts.

Review of Workforce Housing Proposals: The purpose of tonight's meeting was to agree to a process for selecting the Developer who best meets the needs of the Town. We agreed to:

- Have two meetings to meet the Developers and have each make a 20 minute structured presentation to the Commission with an additional 30 minutes for questions.
- These two meetings will be held on June 4 and June 5 from 6:00 P.M. to 9:00 P.M.

- Each Developer will be assigned a time on each of the two days to make their presentation. Although it is the choice of the Developer, the Commission would like to see each Developer give professional courtesy to one another and not sit in on the presentations of others.
- The Commission would like to have the following questions answered by each Developer:
 1. What was the methodology and thinking behind your approach to the Project
 2. How will you make the Project affordable and sustainable
 3. What will it take to make this project successful

- Developers will be sent e-mails asking them to present and this e-mail will also be posted on the Web site. We will use the Council Chambers for these presentations and we will ask the Developers for a copy of their presentation for the Commissioners only. After the presentations are complete, we will make them available on the Web site.
- After these presentations are complete, the Commissioners will meet to narrow down the contenders to a maximum of three finalists and we will repeat the process, visit sites and talk with references.

Communications Received: Theo received a communication from Jim Wolf, a citizen who is also a Developer. He did not want to compete for the Project; but did want to be able to provide input and expressed concern about some of the other bidders. Theo suggested he provide input directly to the Commission and offered to put him on e-mail distribution list.

Other Business: Resident and Woods Road neighbor, Lois Lengyel asked if the Commission had talked with other communities that had successfully initiated Workforce Housing and Councilor Dave Libby described earlier meetings and visits with the Town of Cumberland. John Gallagher also added that he thought the process we were using was well thought out and could be a model for others.

REMINDER: The next two meetings will be **June 4 and 5** from 6:00 to 9:00 P.M. in the Council Chambers

Having no other business, the meeting was adjourned at 6:25 P. M.

Respectively submitted,
Donna Lee Cheney, Secretary