

## Workforce Housing Commission Minute

July 16 ,2008

Falmouth Town Hall, Large conference Room

### PRESENT:

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

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

**Resident:** Lois Lengyel, Neighbor

**Advisor:** John Gallagher, Westbrook Housing

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The meeting was called to order at 6:10 P.M. The purpose of the meeting was to review follow up questions for RFP finalists and reference questions.

The Commissioners along with Councilor David Libby, Theo Holtwijk, and Advisor, John Gallagher performed a site review of Harriett Way in Brunswick on July 15. The group was met at the site by Marty Szydlowski of the Brunswick Housing Authority and Joshua Cushman, President of Portland Builders, Inc. The group walked the site and went through one of the houses in the complex. A brochure on this project is available at the Town Hall in Theo Holtwijk's office.

The next site visit is scheduled for July 23 at 6:00 P.M. at Brick Hill in South Portland with the Developers Collaborative.

**Approval of Minutes:** Minutes of the June 24, 2008 meeting were unanimously approved.

### Review of Follow-up Questions:

Developers Follow-up Questions: The questions were unanimously approved with minor modifications. Theo will distribute the questions via E-mail to the Developers who will be responding in writing by July 22.

Bank/Lender questions: Unanimously approved as written. Commissioner Ward Graffam will call each Developer to review the questions with them and obtain their consent to contact their financial institutions. He will then set up telephone meetings with the lenders and e-mail the questions to them prior to the meetings.

Homeowner Questions: Unanimously approved as written. Commissioner Tim Bryant will set up telephone meetings with the home owners.

City/Town Manager, Code Enforcement and Chairs of Town Planning Committees:

Commissioner Donna Cheney will set up telephone interviews with the City and Town Managers, Commissioner Paul Strout will set up telephone meetings with the Code Enforcement officers and Commissioner Willie Audet will set up telephone interviews with the Chairmen of the Town Planning Boards. All will be offered to receive their questions in advance of the meetings via e-mail.

All agreed to use a two column format for questions and answers. Chair Bryant requested type-written notes from each conversation following that format back from the Commissioners making the calls, so they can be distributed beforehand.

The goal of the Commissioners is to be prepared to present a final recommendation for the preferred Developer at the August 19 Town Council Meeting. To meet that goal the **Commissioners will meet July 29 at 6:00 P.M.** to review all data, determine if there is enough information to recommend a Developer to the Council or if there is a need to further interview each contending Developer. Assignments will be made at that time regarding who will be authoring the report and who will develop a companion Power Point presentation.

Commissioner Donna Cheney is unable to attend the July 29 meeting and will write her recommendation to the Commission for inclusion in their discussion. To do this, all interviews have to be complete by July 22 and written notes submitted back to Theo for collating and distribution.

The Commissioners will meet August 12 at 6:00 P.M. to review and finalize the report and presentation, so it could be handed in by August 14<sup>th</sup> to the Town Council.

There being no other business, the meeting was adjourned at 7:00 P.M.

Respectfully Submitted,  
Donna Lee Cheney, Secretary

