



Submitted to Charles Aspinwall, Town Administrator, Town of Millis, MA  
 By Jennifer Raitt, MAPC, 9/25/2015

**Proposed Scope of Services**

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**Project Title:** Town of Millis, MA – Housing Needs and Demand Analysis

**Total Cost:** \$7,500.00 (Seven-thousand, five-hundred and 00/100 dollars)

**Project Description:**

The Metropolitan Area Planning Council (MAPC) will provide the Town of Millis with a narrative Housing Needs and Demand Analysis which will position the town to be in compliance with 760 CMR 56.03(4). The analysis can be further developed as a Housing Production Plan.

The analysis will include: a demographic analysis of the existing population; population, household, and housing needs projections through 2030; and current housing inventory characteristics, including an understanding of the existing market rate and deed-restricted, affordable housing inventory, rental and sale prices, foreclosures, vacancies, and waitlists for subsidized housing; comparison of the town’s housing trends to that of neighboring communities, similar Community Types, and the MAPC region; an understanding of housing cost burden and the housing needs met by the town’s current M.G.L. Chapter 40B Subsidized Housing Inventory. The analysis will determine the appropriate mix and number of housing types, tenure, and terms and levels of affordability the town will need by 2030.

MAPC will present a draft of the near-final analysis at a Board of Selectmen, Planning Board, or other public meeting to review and discuss the results of the assessment. The scope reflects preparation for and attendance at this meeting, as well as discussions with town staff throughout the project and one meeting with staff in Millis.

| Deliverable                       | Hours | Budget* | Timeframe                           |
|-----------------------------------|-------|---------|-------------------------------------|
| Housing Needs and Demand Analysis | 84    | \$7,500 | Three months from award of contract |

\*Assumes a \$90 per hour loaded rate