

Affordable Housing Working Group Minutes
Wednesday, February 1, 2023 @ 4:00 p.m.
Small Conference Room @ Town Office
Adopted September 6, 2023

1. Call to order – The meeting was called to order at 4:05 p.m. The following were present:

- Bob Gaudreau
- Steve Normand
- Courtenay Snellings
- Jim Laughren
- Mark Eyerman, Town Planner

2. Review the Consultant Qualifications and Interviews – The members of the Working Group reviewed the submissions from the three consultants and discussed the background and qualifications of the three firms. The members discussed their reactions to the presentations by the firms.

3. Evaluate the Three Firms – The four members reviewed their individual evaluations of the three firms using the scoring sheet provided by the Town Planner prior to the meeting. Each member reported that their scoring of the three firms was very similar with little variation in the total score of the firms.

4. Select a Firm to Work with to Develop a Scope of Work and Budget -- The members discussed each firm and the sense of the group was that the Town should ask Levine Planning Services to prepare a scope of work and cost estimate but that the possibility of further discussions with the other firms should remain open. The Town Planner was asked to contact Jeff Levine and ask him to provide a possible scope of work and budget for consideration by the Working Group.

5. Set date and time for next meeting – No date for the next meeting was set pending the receipt of the information from Levine Planning Services.

6. Adjourn – the meeting was adjourned at 5:25 p.m.

Submitted by:

Mark Eyerman, Town Planner