

**Housing Production Plan Sub-Committee  
Meeting Minutes  
Thursday, February 18, 2021**

**Members Present:** Seth Ridinger, Bill Filsinger, Chris Miczick, Elaine Jones, Homaira Naseem, Emily Glaubitz CMRPC, Ron Barron CMRPC

**Members Absent:** Kristy Mendoza

The meeting was called to order at 6:32p.m. Minutes from the previous meeting were unanimously approved.

**Discussion of Open Forum**

The open forum was rescheduled to Thursday, April 8<sup>th</sup> at 6:30. The Master Plan committee wants to have their Visioning Workshop first so they will have the broad vision in place. Also they will be less likely to lose participants. As our HPP committee is a sub-committee of the Master Plan committee, it makes sense to hold their event first. Their Workshop is scheduled for March 24<sup>th</sup>. When they do the outreach for the Workshop, they will also include info about our April 8<sup>th</sup> Forum.

The night of the forum, a member of CMRPC will place people in breakout groups, run the tech and take notes of what is discussed. Each group will have 5-10 people, a facilitator and a CMRPC member. CMRPC will put together a pdf for the facilitators with questions, map, and whatever is needed.

The groups will be asked to discuss what kind of affordable housing is appropriate for Boylston, consider the form and density and where it should be built. The goal is to get public input on where affordable housing would be supported or not supported.

The committee discussed how to encourage participation in the forum. We could limit the participation to residents who pre register. Or we could post the zoom address on the town website, so anyone would be able to log on. To avoid malicious, disruptive individuals from interrupting the program, we can use a different form of zoom that requires the email address and name of the participant.

We scheduled a practice run of the forum for March 9<sup>th</sup> at 6:30 to test the technology and work out the kinks.

We will begin outreach for the forum two weeks prior....March 25<sup>th</sup> thru April 8. Ron will put a notification on the Facebook Master Plan page and the town website page. Committee members will use the same promotion methods we used for the survey.

**Discussion of the Timeline**

The data collection has been completed. Emily will email it to committee members.

The summary of the survey is formatted. It will be posted on the town website. The full results will be on the HPP page.

The next meeting is scheduled for March 9, 2021

Respectfully submitted by Elaine Jones, clerk.