

**Housing Production Plan Sub-Committee  
Meeting Minutes  
Wednesday, January 27, 2021 @ 6:30 P.M.**

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

**Members Absent:** Kristy Mendoza

The meeting was called to order at 6:33p.m. Minutes from the previous meeting were unanimously approved. Elaine will send a copy of the minutes to Emily to add to the dropbox.

**Discussion of survey results**

447 survey responses were received. Frequent comments: need for affordable senior housing, limit construction, desire for small town type Main St, walkability, too high taxes. We didn't get many responses from younger people looking for starter homes. 40% of respondents were 60+. We will pull our goals from the survey, forum input and town data. Emily is working on a survey summary without the open ended questions for the town website and to use during the open forum. How do we come up with actionable, creative solutions for development? How do we work towards a balanced plan?

**Discussion of the Open Forum**

The Master Plan Committee has proposed scheduling HPP open forum on March 10 so it doesn't conflict with their survey.

Seth suggested we could do just a focus group by invitation to town boards and committees. He is concerned about the HPP forum taking away from the Master Plan forum.

Committee members decided a Forum open to everyone would be preferable as there seems to be some frustration expressed by the community about planning decisions. We may not get as much valuable input from a virtual meeting as in a face to face group but it's important to give residents the opportunity to contribute to the discussion.

Emily can also do interviews with town leaders.

Emily is participating in a virtual forum Sunday so she can report back on what was effective and their use of technology. They will be using a slide show to present their survey.

**Open Forum Outline**

Introductions

Presentation on the plan and why it is important (20 minutes)

Breakout groups facilitated by committee members: Discussion of types of housing needed and where it should be located in town. All groups will have the same questions. Smaller groups encourage discussion. (30-45 minutes)

Debrief (5-10 minutes)

We need to keep technology simple. A CMRPC intern will randomly assign participants to a breakout group. Since only the main room gets recorded, perhaps interns can help with note taking. Facilitators can then focus on the discussion.

Members brainstormed ideas for the breakout discussions: using slides, graphics, map and screen sharing. Activity in each group will focus on a town map and a discussion of the types of housing needed and where they should be located.

Everyone had concerns about technology .....it was decided we would need a practice run.

Participants will need to rsvp to receive the link to the Open Forum. Or we could post the link on the town website and the Boylston neighbors' group.

The size of breakout groups will depend on the number of participants.

Promotion of the forum should be 3 weeks out...end of February. We will use the same outreach as for the survey.

### **Timeline**

**February:** prepare for public forum, complete data collection, start the narrative.

**March-April:** forum and summary focus on goals and action plan. She will come up with a list of potential action items. We will need 1-2 meetings to work on the action plan.

Keep in mind: We need to create a strategy on how we will meet the state requirements of 10%.

Implementation strategies: Identifying sites, zoning district where bylaws could be modified, identifying town land.

**April:** complete the writing, committee edits

**May:** Master plan committee, planning board and select board need to approve HPP.

Emily asked if committee members would want to help by interviewing town board members to talk about past issues, concerns. It would help in creating goals and the action plan.

Alison has asked for a description of the HPP committee to put on the town website. Emily will write it and also post the survey results there

For the next meeting she will work on questions for the forum.

Chris suggested asking the town planner to attend our meeting when we start to work on goals and strategies.

The next meeting is scheduled for Wednesday, February 18 at 6:30 pm.

Meeting was adjourned at 8:12.

Respectfully submitted,

Elaine Jones, Clerk