

# DUNSTABLE AFFORDABLE HOUSING COMMITTEE – MINUTES

Meeting date: Monday, July 26 2021 7:00pm at Town Hall

<b>Council Members present:</b>	
<b>Chair</b>	Carol Bacon
<b>Secretary</b>	Jon Hughes
<b>Member</b>	Dana Metzler
<b>Member</b>	John DeNyse
<b>Member</b>	Alan Chaney
<b>Member</b>	Matt Naughton
<b>Member</b>	Kieran Meehan
<b>Other Participants:</b>	

**Meeting began at 7:00**

## **Discussion:**

1. New members welcomed: Matt Naughton and Kieran Meehan
2. Nomination of Chair – Unanimous decision to elect Jon Hughes effective July 2021. Jon accepted.
3. Nomination of Secretary - Unanimous decision to elect Carol Bacon effective July 2021. Carol accepted.
4. Minutes of previous 2 meetings were unanimously accepted.
5. Discussion of changes to revised RFP
  - Timeline of events – Will compress the 3-month process to 2 months
  - We will work with the town manager to use a 3<sup>rd</sup> party professional resource to review and revise RFP.
  - RFP will be for 100% rental units, but could be a mix of larger apartment buildings and/or duplexes, townhouses, etc.
  - Add option to RFP that land could be purchased from the town vs. lease.
  - Wording that total units not to exceed 60 units will be added.
  - All units to be 1 or 2 bedroom; no 3 bedroom units.
  - RFP Summary at beginning to be updated to eliminate rules of submission found elsewhere later in the document.
  - Wording that the project will have required completion to be 48 months after bid is awarded will be added to RFP

## **Decisions:**

- John to update RFP based on tonight's discussion
- Committee will review updated, then send to 3<sup>rd</sup> party via Brian for review and comment.

**Adjournment at 7:50 PM**