

Affordable West Boylston Trust

November 15, 2016

Meeting Minutes

Members Present: Robert J. Barrell, Marc Frieden, John Hadley ,and Pat Halpin

Also Present: Paula Stuart and William Scanlan

Chairperson Halpin called the meeting to order at 6:10 p.m.

The minutes of the November 1, 2016 were reviewed, corrected and approved on a motion by Mr. Frieden seconded by Mr. Mr. Hadley. This motion was uanimously approved.

The Trust members used the evaluation forms prepared by Ms. Stuart to assist in the appraisal of the RFPQ submitted by Mr. William Scanlan for the housing needs assesment. Members found that Mr. Scanlan's proposal very favorable. Reference checks performed by the Town Administrator, Mr Hadley, Ms Stuart and Mr. Barrell were also favorable.

Concern was raised that while 13 RFPQs were sent out by the Town Administrator's office only Mr. Scanlan responded. Mr. Stuart stated that the completion time and turn around time was tight may be a reason for the lack of responce however rebidding may not produce a better result. Many firms are very busy.

Mr. Scanlan arrived at 6:45 for an interview. Mr. Scanlan provided background information on his extensive professional experience as a land use and housing consultant. Presently he is working 20 hours a week for the Town of Harvard. He has worked as a consultant for many central Massachusetts towns including West Boylston. Mr. Scanlan described his methodology. Among the data sources used shall be CHAS, American Survey, and the Warren Group.

The Trust inquired if the time frame outlined in the RFPQ would be a problem since he is working for the Town of Harvard. Mr. Scanlan stated that it would not be a problem. He was also asked if local information may be used to complete the housing needs assesment for example local housing waiting lists or the town census. Mr. Scanlan agreed that those sources may be informative.

Considering Mr. Scanlan extensive experience and his assurances that the work shall be completed in a timely manner Mr. Hadley moved that Mr. Scanlan be hired to do the housing needs assesment. Mr. Barrell seconded that motion which was approved by all. This vote was conditioned by approval of the procurement officier.

Mr .Barrell moved to adjourn the meeting at 8:00 p.m. This motion was seconded by Mr. Frieden with approval by all.

Respectfully submitted:i

Robert J. Barrell

