

SALISBURY AFFORDABLE HOUSING COMMISSION

REGULAR MEETING

MAY 19, 2022 – 5:30PM (VIA ZOOM)

1. Call to Order. Present: Jennifer Kronholm Clark, Mary Close Oppenheimer, Lee Sullivan, Jim Dresser, Abeth Slotnick and Katie White. Absent: Pat Hackett, Vivian Garfein and Jon Higgins.
2. **Approval of Agenda. So Moved** by M. Close Oppenheimer, seconded by A. Slotnick and unanimously **Approved**.
3. **Approval of the Minutes of April 26, 2022. So Moved** by J. Dresser, seconded by L. Sullivan and unanimously **Approved**.
4. Coordinator's Report. There were no new inquiries from the website. According to Joe Cleaveland, the check for the \$5k grant has not been received yet. He also gave some tips for handling the Request For Proposal (RFP). There were no updates from the other Housing organizations.
5. Discussion: Community Engagement Mini-Grant Program, Litchfield County Center for Housing Opportunity. G. Petry mentioned a few points from a discussion with Joe Cleaveland. A current RFP is on the Town website, for referral to some of the language used. In addition to posting on the website, the RFP was advertised in the Lakeville Journal and Republican American. There can be specific outreach to potential consultants, usually at least three, to make them aware of the RFP. It is important to note that "The Town shall have the right to accept or reject any or all bids." K. White reviewed the draft "Request For Qualifications – Communications Consultant" document with everyone. J. Kronholm Clark mentioned a major concern expressed by Jocelyn Ayer: don't spend all of the money on a plan, also allocate for implementation. L. Sullivan suggested defining the scope of the work more clearly and specifically, perhaps stating that the number of hours and hourly rates should add up to \$5k. M. Close Oppenheimer suggested making it clear that the amount includes both the plan and the implementation. J. Kronholm Clark offered another suggestion from Jocelyn Ayer – to make the consultant aware that the SAHC might be focused on specific projects over the next 6-12 months, not just general education. L. Sullivan offered that during interviews, questions can be asked about how specific projects would be handled, such as the communication strategy leading up to a town meeting. J. Dresser emphasized the importance of email in reaching people; he would like the creation of an email database included in the scope of the work. K. White explained that email marketing software could be used or to ask people to subscribe to a newsletter; the consultants would be asked for their point of view. The final draft of this RFP document will be sent to Jocelyn Ayer for comment and to Curtis Rand and Joe Cleaveland. It will be posted on the Town website for

responses to be received by Friday, June 24, 2022; as well as the CT database for RFPs. Ads will be placed. The Subcommittee and Chair will schedule a special meeting to review the responses, prior to the SAHC meeting in July.

6. Discussion: 2022 Goals and Subcommittees

- Holley Place – No update at this time
- Pope Property – A. Slotnick reported that the consultants will be coming back with 3 design proposals that the Pope Land Design Committee (PLDC) selected for review. There will be small focus group meetings with specific Town Commissions and other types of groups, as suggested by the consultants.
- Grove Street School and Perry Street lots – J. Kronholm Clark reported that the Salisbury Housing Trust was making some slow progress.
- 414 Millerton Road – Nothing new to report.
- Fundraising/Alternate Funding Sources – J. Dresser has been waiting to hear about the availability of pre-development funding loans from the State. L. Sullivan reported that she has been following a National organization called Enterprise Housing to check on Federal funding options. J. Dresser mentioned that David Berto has suggested that local fundraising efforts improve the chances of getting State funds.
- Explore Additional Properties – Nothing to report at this time. L. Sullivan and J. Dresser will begin to work on this.
- Sustainability Committee – A. Slotnick will join the subcommittee. L. Sullivan wrote a “Statement of Purpose” for this new subcommittee, which includes discussion of green building initiatives. Jocelyn Ayer may have additional database information that can be used. L. Sullivan mentioned that green building could be helpful for building initiatives. M. Close Oppenheimer mentioned that she will be writing more articles for the Lakeville Journal.

7. Chairman’s Comments – None

8. Public Comment – None

9. Additional Comments – J. Dresser noted that there will be a press release from the Salisbury Housing Committee (SHC) to the Lakeville Journal, for publication next week. The relevance for the SAHC is that the subject project will have 2 public information sessions and will require a Town meeting at the end of July. The SHC would like to have the SAHC support and help with the general publicity for these events; J. Kronholm Clark responded yes, the Subcommittee for Community Support would help out.

10. Adjournment. So Moved by M. Close Oppenheimer, seconded by A. Slotnick and unanimously **Approved.**