

Minutes  
Marshfield Housing Partnership Committee (MHCP)  
October 8, 2019

1. Call to Order: Meeting was called to order at 7:00 PM

2. Roll Call:

Present - Marine Anderson, Michael Bradley, Cody Rohland and Kerry Richardson

Absent: Fred Monaco

1. Kerry Richardson made a Motion that a Vote be taken and that it be recorded that the MHPC held a moment of silence to recognize Jack Mather, former Marshfield Housing Coordinator, for his contributions to our world and for his time of service to the Town of Marshfield. The Motion was 2nd by Michael Bradley. Motion was Unanimously Approved

2. Discussion: Position of Housing Coordinator

Martine Anderson began the discussion by stating she was in favor of hiring a Housing Coordinator (HC) and that an Advertisement for the position was created by Tracy Pomella, Administrator of the Community Preservation Committee (CPC). Martine was to follow up with Tracy to determine where the Advertisement was sent and if any applications have been received.

A potential Selection Committee was discussed. Kerry Richardson suggested the Selection Committee be comprised of at least two members of the MHPC, possibly three plus the Human Resources Administrator from the Town of Marshfield. After initial screenings and interviews and once the number of potential Candidates was reduced to two or three, the Selection Committee would then invite the Town Administrator to be part of the final interview process so a determination would be made and an offer would be presented to a Candidate. Kevin Cantwell, Chairman of the Community Preservation Committee had advised Martine Anderson that Kerry Richardson would be the representative from the CPC on the Selection Committee.

Martine Anderson then stated that she knew Kerry Richardson was potentially in opposition of hiring a HC and gave Kerry the floor to provide his observations.

Kerry stated:

There are potential other resources within and outside of the Town of Marshfield that could be utilized for the portion of HC - such as:

- Technical Consultants - one or more whom could be on a retainer contract
- Marshfield Housing Authority (MHA) Personnel - these personnel are currently performing functions for the MHP, could continue to perform these functions and also take on additional responsibility. The MHP currently pays the MHA to do work for MHOPP (screening applications, meeting with applicants, lottery selection, etc.) and also for various accounting functions.

- Planning Department - the Planning Department (PD) currently provides policy direction to the HC. In addition, the PD currently meets with the MHPC on various topics to explain in detail options the MHPC has on affordable housing projects - such as Payments in Lieu of; # of units offered by a developer, and potential opportunities for units. The PD also meets with the MHPC to discuss potential policy changes, town warrants and other matters that impact affordable housing in Marshfield.

Kerry Richardson also indicated that the dollars not spent on hiring a HC could then be utilized for creating more affordable housing units.

Michale Bradley questioned how long the Town had a HC and it was stated at least 10 years. Later on in the meeting it was confirmed that the Town first hired a HC in 2002. Michael also commented that he believed other personnel did not have the time to take on additional responsibilities and if they did take on additional responsibilities they would need to receive additional compensation which would offset the dollars not spent on a HC.

Cody Rohland asked what duties were performed by the HC. Kerry Richardson stated these duties were outlined in the Invoices submitted by the HC to the Town Administrator (who the HC is a direct report of). It was suggested by Kerry Richardson that we should review these Invoices to determine if any of these duties could be absorbed by other individuals currently working within or outside of the Town of Marshfield. It was also suggested by Kerry Richardson, that in the future if a HC is hired, the the MHPC initially review an Invoice from the HC and the MHPC should vote on whether or not to approve the Invoice before it is sent to the Town Administrator for final determination of approval before being submitted to the Accounting Department for any payment.

Kerry Richardson questioned if the MHPC missed any affordable housing opportunities since the last meeting of the MHPC in March 2019. No one at the meeting knew of any missed opportunities. Kerry Richardson then stated that we could potentially delay the decision of hiring a HC to determine if other personnel could assume the duties and responsibilities of the HC position due to the fact that the MHPC most likely would not be putting out any proposals for the MHOPP in the next six months and that to our knowledge there were no current affordable housing opportunities to be reviewed by a HC.

Martine Anderson made a Motion that the MHPC hire a HC - that Motion was 2nd by Michael Bradley.

In Favor of the Motion - Martine Anderson, Michael Bradley and Cody Rohland

Against the Motion - Kerry Richardson

Motion was Passed 3 to 1

### 3. Approval of Minutes for March 12, 2019:

Martine Anderson asked that this Item be moved to last on the Agenda. All Members were in agreement.

(It is noted here that the Approval of the Minutes of March 12, 2019 was not taken up again and did not occur during the Meeting of October 8, 2019).

4. Old Business: Review Shinn meeting with the MHPC.

Kerry Richardson recommended and made a Motion that the MHPC go into Executive Session. The Motion was 2nd by Michael Bradley and all Members present voted "yes" to go into Executive Session.

5. New Business: Reorganize

Martine Anderson stated she had met with the Board of Selectmen (BOS) and the BOS voted to reduce the number of the MHPC Members to Five (5).

Martine Anderson then asked the MHPC to postpone until next meeting other matters in reference to the Reorganization of the MHPC. All Members present agreed to the postponement until the next meeting date.

6. Date of Next Meeting:

Next Meeting Date was set for Tuesday, November 12, 2019 at 7:00 PM

7. Adjourn

Kerry Richardson made a Motion to Adjourn. Motion was 2nd by Martine Anderson. Motion was Unanimously Approved at 8:28 pm

Minutes submitted by: Kerry Richardson

End of Minutes

