

Minutes
Marshfield Housing Partnership Committee Meeting
Tuesday, January 14, 2020

1. **Call to order** - Meeting was called to order at 7:04pm
2. **Roll Call** -
 - a. Present: Martine Anderson (Chair), Kerry Richardson, Fred Monaco and Cody Rohland
 - b. Absent: Michael Bradley
3. **Approval of Minutes:**
 - a. October 8, 2019 - Kerry Richardson moved to accept the minutes as written. Cody Rohland 2nd. Fred Monaco abstained. Passed unanimously.
 - b. March 12, 2019 - Kerry Richardson moved to accept the minutes as written. Fred Monaco 2nd. Cody Rohland abstained. Passed unanimously.
4. **First Right of Refusal; 7 Nantasket Street** - There was some discussion on why the MHPC needed to exercise their first right of refusal for the sale of the property, and the steps of the process which begins with a letter to the Housing Authority. Kerry Richardson made a motion that the Marshfield Housing Partnership Committee exercise their Right of First Refusal for the Purchase of 7 Nantasket Street, Marshfield MA. Kerry Richardson also asked that the Chair, Martine Anderson determine the next step in the process and also determine if Jennifer Russell, the Executive Director of the Marshfield Housing Authority, would be able to draft a letter to the owners of 7 Nantasket Street and ensure we are in compliance with DHCD Guidelines on the sale by the Owners of 7 Nantasket Avenue. Martine Anderson 2nd. Passed unanimously.
5. **Discussion of Housing Coordinator Position and Scheduling Interviews** - Martine Anderson began the discussion stating that 3 rounds of advertising had produced 5 applicants for the position. Further discussion on who should be on the search committee and it was decided that it should be comprised of Kerry Richardson, Fred Monaco, Martine Anderson, Michael Maresco (Town Administrator), and Danielle Kerrigan (Town Human Resources Director).

It was decided that all members should decide on a few questions each for the candidates and email them to Martine so a full list could be compiled.

It was decided that Martine Anderson would ask Danielle Kerrigan to send copies of all applicant packets to all members of the search committee to be reviewed, and the top 3 candidates would be selected to be interviewed.

Interviews were scheduled for January 28th, 2020 at 1pm, 3pm and 5pm.
6. **Housing Production Plan: Approved by Board of Selectmen December 9, 2019** - Approved for 5 years.
7. **Missing Agenda and Minutes** - A request was made for everyone to go through their records and see if any missing minutes can be found.
8. **New Business** - There is \$76,000 in the salary account to fund the Housing Coordinator position left vacant by the passing of Jack Mather. There was some discussion, since this is a contract position, whether the new person would be providing their own office

equipment/supplies or if the town would. Martine Anderson is going to check with Danielle Kerrigan (HR) to see if there will be any office equipment for their use. Martine will also check to see if there needs to be any changes made to the employment contract. It was also decided that the search committee will meet at 9am on January 28, 2020, prior to the interviews to organize the questions and prep for the interviews.

9. **Old Business -**

- a. Shinnery - Martine Anderson will contact Michael Maresco (Town Administrator) to see if he followed up with Robert Galvin (Town Council) on this issue. Kerry Richardson requested a copy of the closed door Executive Housing Partnership meeting.
- b. Texas Street - Discussion on what could be done with that parcel of land and the town's decision to reject the sale of it to the abutter Ms. Maglio. Paul Coughlin has done quite a bit of title research already (pro bono) and there are several issues that cloud the title. There is still interest in potentially using that parcel for affordable housing, but it was agreed that any acquisition of the land would need to be fair for all interested parties. It was agreed that Kerry Richardson would check with Michael Maresco (Town Administrator) for options on Texas Street.
- c. The MHPC yearly report was submitted to the Board of Selectman. Kerry Richardson requested that in the future the report be circulated to the MHPC board members prior to submitting to the BOS.

10. **Setting the Date of the Next Meeting** - The next meeting was set for February 4, 2020 at 6pm.

11. **Adjourn** - Fred Monaco made the motion to adjourn. 2nd by Martine Anderson. Passed Unanimously at 8:17pm.

Respectfully submitted by Cody Rohland

End of Minutes