

Workforce Housing Commission Minutes
June 24, 2008
Falmouth Town Hall, Large Conference Room

PRESENT:

Housing Commissioners: Willie Audet; Lisa Bousquet; Tim Bryant, Chairman; Donna Cheney, Secretary; Ward Graffam, Vice Chairman; Paul Strout

Town Representatives: Theo Holtwijk, Director, Long Range Planning

Residents: Lois Lengyel, neighbor

Approval of Minutes: Minutes of the June 12, 2008 meeting were unanimously approved .

The meeting was called to order at 6:15 P.M. The purpose of the meeting was to determine the process for selecting a final candidate as the Developer the Commission would present to the Town Council for the Workforce Housing program.

The Commission agreed to a four-step process:

1. **Site Visits** – Each Developer would provide Theo Holtwijk, Director of Long Range Planning, with the names of two sites they feel would be representative of what they would propose for Falmouth. The Commission would visit one site for each Developer and would do individual drive by's for the second site. The Developers would select which site they wanted the Commission to use for a thorough walk through.

The Commissioners agreed we would set aside two nights for the site visits to allow the Team time to spend the appropriate amount of time to do a thorough review.

2. **Reference Checks** - The Commission agreed to do reference checks by category:

Lenders

Municipalities (Town Manager, Code Enforcement Officer and the Chairman of the Planning Board that approved the site the Commission will visit or another similar project)

Home Owner

Each Developer will provide Theo with references for each of the categories.

Prior to making reference calls, the Commission felt each reference should be asked specific questions and we decided to break into teams to develop the questions for each reference category. The teams are:

Lenders and Home Owners: Ward Graffam and Tim Bryant

Municipalities: All three categories – Willie Audet and Paul Strout

3. **Additional Questions** - We agreed we have additional questions. The questions will be customized and sent in writing to each Developer. The team for developing the customized questions:

Lisa Bousquet, Donna Cheney, Theo Holtwijk and John Gallagher

4. **Second Presentation** (if necessary). We agreed that it was possible we would need another presentation from the Developers if we needed more clarification after we have seen the sites, checked the references and received the written answers to our customized questions.

The teams will have their questions prepared for our next meeting for review by the Commission. After Commission approval, the customized questions will be sent to the Developers, calls will be made to the references and we will complete the site visits.

The dates established for the site visits are July 15 and 16 with a backup date of July 23. The **next meeting** of the Commission will be on the night we do not have a site visit.

The meeting adjourned at 7:50 P.M.

Respectively submitted,
Donna Lee Cheney, Secretary