

**Housing Trust Subcommittee Meeting
February 3, 2022**

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DATE: February 18, 2022
TIME: 8:57 AM

Purpose of Subcommittee: Updating the Housing Production Plan

Members in attendance: Gloria Leipzig, Judie Feins, Betsy Lipson
Guests: Julie Perkins, Bill Anderson

Judie began by reminding us that it is our objective to update the Housing Production Plan (HPP). It is due to be updated by May 2023. Currently, according to the Department of Housing and Community Development (DHCD) website, many towns are behind schedule. This could be due to delays in the availability of Census data. Judie thinks this data may not be available until the summer.

We reviewed an example of a virtual community engagement slide deck that Metropolitan Area Planning Council (MAPC) developed for Quincy's HPP revision. https://www.mapc.org/wp-content/uploads/2021/12/Housing-Quincy-Webinar-1_Updated.pdf

Discussion ensued about: 1) our ideal timeline to complete the project, 2) the funding opportunity to partner with MetroWest Collaborative Development (MWCD) on the work, 3) the opportunity to leverage community engagement events for the HPP to build awareness about other housing trust initiatives (i.e., the state's new Multi-Family Zoning Requirement for MBTA Communities), and 4) key steps required to complete the HPP update.

Ideal Timeline:

- Ideal scenario: start community engagement this spring/fall, data collection and analysis summer/fall, fall/winter for strategy development

Funding opportunity and MWCD role

- There is funding to work with MWCD on this, and a draft agreement has been discussed to bind MWCD to provide services to the Housing Trust.
- We discussed being unsure at this point as to what MWCD's role will be in helping Belmont complete the HPP revision. It's possible they will be able to take on some but not all the necessary tasks to complete the update. Judie will meet with MWCD and the funders group next week.

Community Engagement

- Gloria noted the community engagement meetings for the 2018 HPP development were very successful.
- We discussed wanting to make sure that community engagement meetings include participation from the individuals and households that the HPP desires to serve. The Trust can plan to track participation by audience segment, which will remind us/MWCD to conduct the necessary outreach to a range of groups.
- We discussed the other housing-related initiatives that will be going on this year (i.e., MBTA multifamily zoning, reviewing and perhaps revising our inclusionary zoning, reviewing marketing requirements for all affordable units, etc.). Gloria emphasized the opportunity for the Trust to leverage community meetings and engagements with the planning board to address and advance more than one initiative.

Judie suggested that the HPP revision has three primary components: community engagement, needs assessment, and development of policy goals and implementation strategies. Betsy further itemized these components into six key tasks. Judie will discuss these tasks with MWCD next week.

Key tasks for HPP update

1. Workplan development: process, roles, timeline
2. Community engagement: needs assessment and visioning
3. Census data collection and analysis
4. Opportunities and impediments analysis
5. Strategy development
6. Public comment and revision
7. Deliverable Production

NEXT STEPS

- The subcommittee will contact Robert Hummel, Belmont senior planner about: census data availability, when Belmont last sent data to update DHCD's SHI list, and when McLean's units can be counted towards the SHI (e.g., is it when construction is permitted or when units are permitted for move-in).
- Judie will ask MWCD about their staffing and time availability and what their role will be relative to the key tasks.
- Betsy will contact MAPC about their HPP services, how they are dealing with delay of new Census data, what they know about Census data timing in the next months, and what their cost estimate range is for an HPP update.

NEXT MEETING

Wednesday February 23, 2022, 4:30pm

Meeting adjourned 5:30

Minutes submitted by Betsy Lipson