

DATE: July 25, 2022  
TIME: 9:00 AM

**Housing Trust Subcommittee Meeting: Housing Production Plan  
May 17, 2022**

**Members in attendance:** Rachel Heller, Gloria Leipzig, Judie Feins

**Guests:** Alisa Gardner-Todreas (Metro West Collaborative Development), Stefanie Petersen (Metro West Collaborative Development), Julie Perkins (League of Women Voters)

**Housing Production Plan Update**

Rachel shared a task list for the Housing Production Plan (HPP) that was prepared by the Metropolitan Area Planning Council. The subcommittee reviewed the document with Alisa and Stefanie from Metro West Collaborative Development. The group likes the thoroughness of the task list and the division of labor as well as the areas where the Housing Production Plan Steering Committee, Metro West Collaborative Development, and MAPC will work together.

The following questions arose. Rachel will share these questions with MAPC before the MAPC staff finalizes the scope and task list.

**Questions:**

- When does the site visit to Belmont happen? Is it early in the process? Will MAPC need to conduct a site visit to Belmont? Or, can Metro West Collaborative Development conduct the site visit and share photos and descriptions of the areas in town that may be considered for future housing production. This may allow MAPC to spend more time on other pieces of the HPP.
- Will MAPC help with social media as well as creating a HPP website?
- What should the composition of the HPP Steering Committee be? Alisa recommended having 3 members of the Housing Trust sit on the Committee, which will consist of 6-8 people. Alisa made this recommendation because of the importance of the HPP to the Housing Trust and to ensure representation even if 1 or 2 of the Housing Trust members is unable to attend a meeting. Gloria recommended 3 Housing Trust members as well to make the work load more manageable for each person.
- The Housing Production Plan is being done as part of the Comprehensive Plan that MAPC is also working with Belmont on. What will be the role of the Comprehensive Plan Committee? Can a Housing Trust members serve on the Comprehensive Plan Committee to ensure alignment with the Housing Production Plan?
- With so many complementary efforts happening at the same time (Housing Production Plan, Comprehensive Plan, and MBTA Multifamily Zoning), can a Housing Trust members who are part of the HPP Steering Committee also serve on the Comprehensive Plan and MBTA Multifamily Zoning Committees?
- Metro West Collaborative Development will lead the focus groups and collection of personal stories that will be part of the community engagement process. How will this fit in with the community meetings that will be run by MAPC?
- Is it possible to do community engagement meetings when the weather is nice? Because the summer is hard with vacation schedules, can we plan something outside in the fall?
- How will we get the survey out? Can we get it on the front page of the Town's website? We will need to think about broad outreach methods. Alisa suggested posting a QR code around town that can lead people to the survey. Judie recommended we ask the League of Women Voters to help.

- Currently, there is only one round of HPP revisions written into the process. Will that be enough? Because there will be briefs along the way, will we be able to revise and edit it as we go?
- Alisa noted that there are some places in the task list where only one hour of Metro West Collaborative Development's time is planned. That will need to be revisited. It is possible that more time will be put into some tasks and less time in others. Or, we may need to make some choices if particular priority tasks are taking longer.
- Who will determine who should be on the HPP Steering Committee? Some initial suggestions were brainstormed: representatives from the Economic Development Committee and the Diversity Task Force.