

Affordable Housing Trust
February 15, 2024
Meeting held via Zoom videoconference



Roll Call

Present were:

Victoria Petracca, Chair
Frank Streeter, Secretary
Jason Allison
Carolyn Read
Debra Williams
Kelly Dolan, ex officio (absent)

Brian Keating, Director of Community Development and Planning

Chair Petracca called the Affordable Housing Trust's meeting to order over Zoom at 7:01 PM and called the roll of the Trustees.

Scheduled Appearances

None

Housing Production Plan

Chair Petracca explained the process of reviewing the bid prices as the proposals had already been ranked. The top ranked proposal was from Community Scale with a cost of \$46,550. The second choice was Plan Sustain, who is presently writing the Town's updated Master Plan, for \$46,500.

Lancaster Planning Director Brian Keating reviewed the bids on price and the process to accept one of them. The Board discussed its various options. Following the laws of public procurement under MGL Chapter 30B, Director Keating recommended accepting the proposal from Community Scale at a price not to exceed \$46,550. It was noted that the grant the Town had received for this project was \$46,600, which was the number in the RFP, and both vendors' proposals were slightly below that figure.

Director Keating will draft a contract for Community Scale and will notify both them and Lancaster Town Administrator Kate Hodges of the Trust's selection and vote. He will also send a contract to the board for their review and comment. Director Keating will then shepherd that contract through the approval process with the Town to make sure that all procurement regulations are observed.

New Business

None

Public Comment

None

Communications

None

The next regularly scheduled meetings of the Affordable Housing Trust will be held on Thursday, March 7, 2024 and on Thursday, April 4, 2024, both at 7 P.M. via Zoom.

Adjournment

There being no further business to consider,

Trustee Read moved to adjourn the meeting; Trustee Allison seconded the motion, and the motion passed on a 5-0 vote.

The meeting adjourned at 7:24 PM.

Respectfully Submitted,

Frank S. Streeter, Secretary