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8 SUMMARY OF MARTHA'S VINEYARD  
9 HOUSING NEEDS ASSESSMENT STUDY COMMITTEE

10  
11 May 30, 2012  
12 MVC Stone Building

13 *DRAFT*

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15 Attendees:

16 Christina Brown, MVC's Appointee  
17 Bob Clay, Edgartown Selectmen's Appointee  
18 Dan Seidman, Tisbury Selectmen's Appointee  
19 Adam Wilson, Aquinnah Selectmen's Appointee  
20 Ann Wallace, Chilmark Selectmen's Appointee

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22 MVC: Christine Flynn and Mark London

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24 Meeting opened at 3:03 pm.

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26 **1. Review Roles and Responsibilities:**

27 Mr. Wilson opened the meeting by welcoming everyone. Before reviewing the agenda items, Ms.  
28 Flynn reported that Ms. Jo-Ann Scott from West Tisbury and Mr. David Vigneault from DCRHA would  
29 not be able to attend today's meeting. Also Mr. Dan Seidman asked if staff could follow up with the  
30 Tisbury Town Administrator regarding his appointment by the Tisbury Board of Selectmen. Mr.  
31 Seidman stated that he had not received notification of his appointment to the Martha's Vineyard  
32 Housing Needs Assessment Study Committee (MVHNASC). MVC Staff agreed to follow up with the  
33 town of Tisbury.

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35 Mr. Wilson asked if there were any other announcements before going through the agenda items. Mr.  
36 Wilson read aloud the committee's the roles and responsibilities that had been outlined in the meeting  
37 agenda:

- 38 a. Draft the Request for Proposal (RFP) and Memorandum of Understanding (MOU)  
39 b. Review proposals, interview candidates and select a consultant  
40 c. Endorse the consultant's contract and authorize payments consistent with such  
41 d. Periodically meet with the consultant and provide information as needed and will help  
42 the consultant identify and facilitate the involvement of other stakeholders  
43 e. Provide periodic updates to Selectmen and Town Affordable Housing Committees  
44 f. Review the draft report and approve the final report  
45 g. Present report to All Island Selectmen

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**2. Adopt May 16, 2012 Meeting Minutes:**

Mr. Wilson called for a motion to approve the May 16<sup>th</sup> Meeting Minutes. Ms. Ann Wallace made the motion to adopt the minutes as presented and the motion was seconded by Mr. Seidman. Mr. Wilson asked for discussion but there was no discussion except that several members stated that the meeting minutes were very comprehensive and thorough. Mr. Wilson called for a voted which was unanimous.

**3. Review Tentative Work Program and Meeting Schedule:**

Ms. Flynn mentioned that the work program and meeting scheduled was modified slightly to include tentative Study Committee meeting dates during the year that were omitted from the previous document.

**4. Update on RFP Process:**

Ms. Flynn noted that the RFP has been modified and will be finalized by the end of this week. Mr. Vigneault had submitted a few additional edits earlier today. Ms. Flynn noted that the Chairman will approve the final edits to the RFP including modifying the deadlines to reflect the timeframe once the RFP has been filed and posted on the state’s central register. Ms. Flynn stated that on Friday, she and the MVC Administrator will modify the RFP deadlines to ensure that the RFP is posted on the State’s website for 30 days.

**5. Discuss the Draft Memorandum of Understanding (MOU) for the Martha’s Vineyard Housing Needs Assessment:**

Mr. Wilson asked if anyone needed additional time to review the MOU. Seeing that no one needed additional time Mr. Wilson asked if anyone had any comments. Mr. Clay asked two questions. Both questions related to Article 5 Funding Contributions. Why aren’t all financial partners listed in the MOU and why isn’t the total amount of \$30,000 listed in the MOU?

Ms. Flynn explained that even though she has no experience drafting such a document that in her research she did notice that MOU’s involved public entities. Ms. Flynn further explained that based on this observation she did not feel it was necessary to include the \$6,000 dollars from the Martha’s Vineyard Housing Fund (MVHF) because it is a private non-profit entity. It was also noted that the purpose of MOU is to provide a general overview and understanding of what has been agreed to by all public parties. After some further discussion members agreed that the staff’s explanation was reasonable and it was not necessary to include or reference the MVHF.

Mr. Wilson asked if there were other questions or edits. It was asked if the word “include” could be changed to “cover” under Article 5 Funding Contributions: Page 2 Line 51. Members agreed to the edit. Mr. Wilson suggested changing the numbered Articles to Roman Numerals. Members agreed to the suggestion. There was some discussion regarding the payment schedule which members agreed that the schedule seemed reasonable. It was noted that the MVC has to use its \$7,800 by December 31, 2012 as required by DHCD’s DLTA Grant Program. It was also pointed out that the payment scheduled would depend on when the consultant would begin work on the project.

**6. Possible vote to approve the Draft MOU**

90 Mr. Wilson asked for a motion to approve the Draft MOU. Mr. Seidman made a motion to approve  
91 the Draft MOU with amendments. The motion was seconded by Ms. Wallace. Mr. Wilson asked for  
92 further discussion but seeing none; Mr. Wilson took a voice vote which was unanimous.

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94 **7. New / Old Business**

95 Staff requested that if there were questions from the consultant if it would be all right for staff to respond  
96 to those questions with permission from the Chairman. Ms. Brown made a motion to allow staff and the  
97 Chairman to respond to questions from consultants without having to come back to the committee, the  
98 motion was seconded by Mr. Clay. Mr. Wilson asked for discussion but seeing none moved the motion  
99 for a vote which was unanimous.

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101 The next Study Committee was tentatively scheduled for Wednesday July 11<sup>th</sup> at 3:00pm at the MVC.

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103 The Chair then asked for a motion to adjourn which was moved and seconded.

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105 Meeting adjourned at 3:50 pm.

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107 Meeting summary was prepared by Christine Flynn.