

**Town of West Newbury  
Affordable Housing Trust  
Meeting Minutes**

Date: October 19, 2022  
Start time: 6 p.m.  
Location: 1st Floor Hearing Room  
Members Present: Kevin Bowe, Donna Garcia, Deb Hamilton, Karen Holmes, Derek Mitchell,  
Wendy Reed, Pam Shaffer, Angus Jennings (Ex Officio)  
Other Attendees: Richard Baker, others noted in minutes

1. Vote on Declaration of Trust

A Declaration of Trust incorporating the Affordable Housing Trust bylaw passed by Town Meeting was prepared by town counsel and approved by the Select Board. The Trust reviewed the Declaration and moved to approve as written. The motion was seconded and passed unanimously (7,0).

2. Discussion of housing consultant support to Trust

Elizabeth Rust, the housing consultant that provided support for the AHT bylaw committee submitted a proposal for development of an AHT Action Plan. The process would take 4-5 meetings and begin in November. It will focus on AHT priorities and funding, leaving the public engagement and input process to the Housing Production Plan (next agenda item). The work will be billed on an hourly basis at \$100/hr., with an estimate of a total of 50 hours to complete the Action Plan. A motion to approve the proposal was made and seconded. The motion passed unanimously (7,0).

3. MVPC Housing Production Plan (HPP)

Merrimack Valley Planning Commission has received grant funding to update HPPs for each of the member communities. In a letter reviewed by the AHT, MVPC outlined the process and requested a contribution of \$2,500 from West Newbury. Given that having an updated plan is a state requirement and the public process component of it would complement the AHT Action Plan, Reed requested that the AHT fund the town's contribution to MVPC for this work. The motion was seconded and passed unanimously (7,0).

4. Essex County Habitat for Humanity

Meegan O'Neil and Marty Mason from Essex County Habitat for Humanity joined the meeting to discuss their work and opportunities for collaboration with the AHT. A slide presentation describing projects and partnerships in other communities was shared and the potential for applying these to creating affordable housing in West Newbury was discussed. The AHT agreed to continue discussions with EC Habitat for Humanity as the Action Plan is developed and completed.

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5. WN Housing Authority

The Executive Director of the WN Housing Authority was invited to attend the meeting but was unable to attend. Leisa Mingo, the state appointed Commissioner was present and answered questions about the mission and work of the Housing Authority. She stated that the Housing Authority is established under state authority and focuses on the homeless population. As such, its work would be separate from the development and support of affordable housing by the AHT.

6. Harborlight Housing Institute program report

Donna, Deb and Pam attended the program covering development of affordable housing in Massachusetts and reported on the topics covered:

- a. Creating AH close to transportation
- b. Zoning: proposing zoning changes to make it easier to develop AH
- c. Inclusion: providing housing to a broad spectrum of residents
- d. Providing housing for those that provide essential services to the community
- e. Adequate alternatives for the elderly in the community
- f. Creation of Housing Production Plans
- g. Creation of Housing Action Plans
- h. Providing community education through forums, workshops, media coverage, and printed materials targeted toward local residents
- i. Conducting inventory of town land potentially suitable for AH placement

7. Review of minutes

The minutes of the September 7 meeting minutes were reviewed. A motion to approve as written was seconded and passed unanimously (7,0).

8. Topics for next meeting

Elizabeth Rust will attend the next meeting and kick off the Action Plan development process. The date of the meeting will need to be changed due to conflicts with the standard second Wednesday of the month. Reed will coordinate scheduling with the consultant and notify AHT members.

Meeting adjourned at 8:30 p.m.