

SENIOR HOUSING SUB-COMMITTEE

June 13, 2022 6:00 pm

*Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor Baker's June 16, 2021 Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, including an extension of the remote participation provisions of his March 20, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A §20. Remote Meeting Connection noted below.*

**Zoom:**

<https://us02web.zoom.us/j/4136658576?pwd=Q1BtT0NBTKFPSzJzdGNhaHN4Wmozdz09>

Meeting ID: 413 665 8576

Passcode: musicHeals

**Phone:**

+1 929 436 2866 US (New York)

Meeting ID: 413 665 8576

Passcode: 6601007780

**Minutes:**

1. Called to order at 6:06PM
2. Members present: Analee Wulfkuhle, Lili Dwight, Carolyn Ness
3. Guests present: none
4. Minutes from [May 16, 2022](#) and [June 6](#): approved unanimously via roll call
5. Administrivia: Change the meeting time? Monday @ 7PM approved unanimously via roll call
6. Old Business:
  - a. Scope of work:
    - i. For a single site 15-20K (wetlands delineation is extra)
      1. Campus site first, with possible (?) contribution from Complete Neighborhoods grant.
        - a. We need to estimate how much \$\$ we need from our "fair share" of Complete Neighborhoods, esp for the geo-thermal portion of the project **LILI WORDSMITH THIS**
      2. If campus site proves to be untenable, proceed with Braeburn site
      3. PROCESS:
        - a. We develop the RFP from the scope Alyssa gave us
        - b. Get Geo-thermal and landscape components to Denise Mason for the Complete Neighborhood "ask" (If this can be part of Complete Neighborhoods, it can be removed from our RFP)
        - c. Develop scope next meeting, June 27, 2022
    - ii. What is the impact of the Complete Neighborhoods Award on Senior Housing?
      1. Soil analysis: we need more info on what is needed, and whether Complete Neighborhoods can cover this. Geo-thermal analysis should incorporate this
    - iii. RFP for the design process:
      1. What is the process for sending out an RFP ourselves, rather than through Town admin?
      2. From Alyssa May 19, 2022 " *feasibility studies for housing development would be exempt from procurement under \$30,000. Since housing will eventually become Ch149 building construction, that means this kind of consulting would fall to the Designer Services law for public building projects, MGL Ch7 §§44-58. [NOTE - I followed up Andrea about this - because the Town is not planning to build the housing as a public construction project, she felt the feasibility study would fall under 30b consulting contract, and would be a 3 quote process - see last paragraph below]*

*If it was to be more than \$30,000 you would need to do a Qualifications Based Selection process and you would either set the fee yourself or set a not to exceed fee. This one requires some advertising and registration requirements.*

*A Market Study doesn't seem to fall into that category because it would not lead to construction. In that case, I would call it a Chapter 30b consulting contract. No procurement required under \$10,000 and 3 Quotes 10k-50k and a sealed RFP process (likely you'd use the RFP process based on experience and price ) for over \$50,000. It sounds like this one, being under \$10k would require nothing more than a Contract."*

iv. Walk through the document from Alyssa

b. Review Senior Housing survey process status and outreach efforts:

1. Current Response: probably weak. **Lili** to check again with Alyssa re: acceptable response rate
  2. Lili posted on Deerfield Now with minimal response: (5/5/22 & 5/25/22 & 5/31/22)
  3. Front page of town website
  4. **CAROLYN and LILI** will talk with Public Health Nurse ("Cindy") at picnic to make connections with 10-12 homebound seniors
  5. Chris Larrabee has put info in Notebook section. **Jennifer** will ask him to call Lili re: an article. Article angles: housing = subsidized, anchor to "campus," senior, geo-thermal (climate change planning, seniors paying it forward). Survey documents the need and the demand.
  6. Email Senior Center email distribution - **Jennifer** will send a separate reminder and put announcement in the next newsletter
  7. **Carolyn** will continue to announce at Selectboard meetings
  8. **Carolyn** will talk with Selectboard re: having the Chief do a robocall after the picnic if we don't have at least 12 % return.
  9. SENIOR PICNIC - June 15, 11-2
    - a. Lili, Pam, Carolyn
    - b. **CAROLYN** will check with Kevin S. re: getting a hotspot
  10. Dump sticker Campaign - **Pam**: getting handouts for seniors when they get their dump passes & free bags. 100 flyers delivered to transfer station; Kyle will distribute!
  11. Pam went to Town Hall - didn't need anymore... no one is taking from the table
  12. **Lili** awaiting response from Peggy Sloan/FRCOG: is there money left for follow-up postcards?
  13. Lili check w/Alyssa on the response rate (See #1 above)
7. Other business not reasonably anticipated 48 hours before: none
  8. Adjourned at 7:06 PM
  9. NEXT MEETING: Monday, June 27, 2022