

**Housing Production Plan Steering Committee
Meeting Minutes
March 11, 2024**

The regularly scheduled meeting of the Housing Production Plan Steering Committee was held on Monday, March 11, 2024 at 5:00 p.m. in the Large Conference Room, Millbury Town Hall, 127 Elm Street, Millbury, MA, and also available through Zoom.us/download. The meeting was recorded and streamed by Millbury Public Access Cable Television.

Present: Brian Sora, Rich Gosselin, Maxine Mann, Veronica Wood, Ronald Marlborough
Staff: Conor McCormack (Planning Director), Emily Glaubitz (CMRPC),

5:00 p.m.

Chairman Sora opened the meeting.

Election of Officers – Chair, Vice Chair & Clerk

Chairman Sora noted that the Election of Officers was completed at the last meeting.

Review Draft Community Survey & Outreach Methods

Emily Glaubitz reviewed the draft survey. The survey provided an overview of the Housing Production Plan process.

Richard Gosselin suggested a definition or intro as to what Housing Production Plan is and how this planning process was funded.

Mr. Gosselin questioned the definition of affordable. The Committee reviewed the definitions and income limits of affordability in Millbury and provided some feedback on the overview page of the survey.

Ms. Glaubitz reviewed the draft survey questions. The Committee provided feedback on the draft questions.

The Committee then discussed public outreach methods. Discussions included utilizing the website, Facebook, paper flyer available at municipal buildings, Post Office, Housing Authority, and Millbury Sutton Chronicle. Ron Marlborough suggested reaching out to the School Department. Mr. Sora suggested having town boards provide updates at their meetings.

The Committee aimed to provide 4-6 weeks of having the survey public to solicit responses.

Terry Burke Dotson, 20 Salo Terrace, provided comment regarding a CPA presentation that was given to the Planning Board. Ms. Dotson also commented on creating a Fair Housing Partnership and using the existing Fire Headquarters for the town to construct affordable housing units.

Mr. Marlborough made a motion to approve the draft survey for publication, seconded by Maxine Mann. All in favor, motion approved.

Public Workshop Planning

Ms. Glaubitz outlined the goals and timelines of holding a public workshop. The Committee review potential dates and timelines, with a goal of holding it before the end of the school year.

Ms. Glaubitz reviewed the general outline of what would be included during the public workshop.

Ms. Mann suggested using the Town Meeting as an opportunity to promote the survey.

Approve Minutes – February 12, 2024

Mr. Marlborough made a motion to approve the minutes of February 12, 2024, seconded by Veronica Wood. All in favor, motion approved.

Next Meeting Date

Ms. Glaubitz reviewed the potential tasks for the next meeting. The Committee penciled in April 22nd for the next meeting date.

Adjournment

Ms. Mann made a motion to adjourn, seconded by Mr. Marlborough. All in favor, motion approved. Meeting adjourned at 6:08pm.

Respectfully submitted,
Conor McCormack






Millbury Housing Production Plan Steering Committee

Date: 4/22/24