



**New Fairfield Housing Opportunities Committee**  
**SPECIAL MEETING MINUTES**  
**Tuesday, October 25, 2022**  
**7:00 PM**  
**Via Zoom**



**Members present:**

Anita Brown, Chairwoman  
Kathleen DiTullio, Vice Chairwoman  
Roberta Anderson  
Kathy Hull  
Rich Kalinka

**Absent:**

Jim Mandella  
Liz Yoho

**Ex Officio members present:**

Selectman Khris Hall

**Ex Officio members absent:**

Cory Neumann  
Tomas Kavaliauskas

The meeting was called to order at 7:03 pm by Ms. Brown followed by the Pledge of Allegiance.

**Proposal Discussion/Vote**

Ms. Brown said the purpose of this meeting was to discuss the proposal for the initial consultation with Jocelyn Ayers to conduct surveys and community forums for the Committee. The proposal includes an introduction of Ms. Ayers who is the Director of the Litchfield County Center for Housing Opportunity. She has worked with 16 municipalities in the last two years to develop and adopt housing affordability plans.

Ms. Hull said she felt the proposal addressed everything the Committee had discussed. Mr. Kalinka felt it would meet the needs of the Committee and was well put together. Ms. DiTullio asked if the Committee should get more than one proposal.

The Proposed Scope of Work was discussed. The first item is to assist the committee with developing and distributing one or more resident surveys including a housing needs survey.

Ms. Hall asked where the email list would come from for the surveys. The Committee needs to understand how broad the reach of the survey will be. If the email list is not broad enough than a mailing might need to be conducted and that can run the costs up more significantly.

The next item is to assist the committee with developing community forum agendas, outreach, and attend forums to answer resident questions as needed that may arise at public forums.

Ms. Hall asked how she might structure the forums and how she has done this in the other communities she has served.

The third item is to assist the committee to provide targeted survey and housing data for use by New Fairfield's decision-making bodies.

Ms. Brown said she is not sure what this would look like but she could ask Ms. Ayers to share what she has done with other municipalities.

The final item is to prepare reports, flyers, or executive summaries as needed for community forums, posting on the town's website, or to provide to the Board of Selectmen or Planning and Zoning Commissions.

Ms. Hall suggested the specificity of Boards be removed and replaced with decision-making bodies.

Ms. Brown said Jim Mandella had reached out to her and suggested that the Committee should get an hourly rate versus a set fee and also that the Committee should consider doing this step by step. Perhaps getting the survey first.

Ms. Hall said perhaps the survey and the community forums first. Ms. Brown asked if it was fair to ask for an amount up to a certain amount from the Town's surplus. Ms. Hall said the Committee could put together a request to say to get this process started they would need up to \$6,000 or \$7,000. She said the Board of Selectmen will need this request before their next meeting which is November 10<sup>th</sup>, then it will go to the Board of Finance and a Town Meeting vote.

Ms. Brown said she was hoping Ms. Ayers would be available to attend the Housing Opportunities Committee meeting on Tuesday the 1<sup>st</sup>.

Ms. Brown asked if the Committee wanted to get another proposal for comparison and Ms. DiTullio suggested to submit the money for the request and get other quotes once that is done. Ms. Brown said she had spoken to other people including Glen Chaudry who did the Ridgefield Plan.

### **Adjournment**

*Mr. Kalinka moved to adjourn the meeting at 7:41 pm, seconded by Ms. DiTullio and passed unanimously.*

Minutes recorded by:



Recording Secretary

Received by email on 10/27/2022 @ 3:40 p.m.  
by Christie M. Bontempo, Asst. Town Clerk, New Fairfield