

February 9, 2021

Senior Housing Alternatives Study Committee

Special Meeting Minutes

Meeting hosted via Zoom.

**Call to order:** The meeting was called to order at 9:33 am by Chairperson Stave.

Roll Call: Aline Hoffman, Christine Pattee, Alexa Gorlick, Valdis Vinkels, Sondra Astor Stave, Eric Trott, John Twerdy, Laurie Bradley

**News and Updates:**

None.

**Memo to Town Council – time extension to report:**

A memo was prepared and forwarded to the Town Council that describes the status of the study. It was considered at a recent meeting. The Council did not have an issue with the extension of the timeframe. It was suggested that a final draft of the report could potentially be available in May 2021.

**Status of survey analysis:**

Staff had previously sent the Committee the draft narrative to the citizens' survey section of the study. A brief discussion occurred at the previous meeting about initial reactions to the results and any interesting data trends that exist.

Staff asked the Committee to re-examine the data and the narrative and write down a few important trends that were noted in the study and any other key points that they found to be interesting or surprising. This will be a spark for discussion for the next meeting.

The Committee asked to have the 'write in' responses that were provided on the survey as they will likely illicit some helpful guidance.

**Site analysis – mapping:**

A series of GIS maps were prepared by Alexa and distributed to the Committee that provide details about several properties that are considered as potentially feasible sites for a future senior housing projects. The list of properties was developed by Town Staff working with the Town Manager. The Committee was happy with the presentation of the maps and the information that they convey. If other sites are considered, then maps can also be prepared to provide land based data on them as well.

Some questions were raised about other potential sites that could be considered by the Committee. Staff responded with some information on their history and background.

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**Status of preparing draft report:**

Eric updated the Committee on the revision to the scope of work/outline which will serve as the table of contents of the study. The original scope of work, draft study table of contents, and background data were synthesized into a revised outline for the study. A question was raised about where project cost considerations would be in the study. The economic considerations section would be a good place to include project cost projections. The Committee reviewed the revised scope and were in agreement with the proposed work plan.

Staff will be working on preparing the narrative/text of the first three sections that precede the citizen survey section, which is already in draft form, as next steps.

**Next steps:**

Continue to evaluate results of community survey; determine what the response trends are; begin the preparation of the first three sections of the study based upon the work that Staff and the subcommittee has performed and agreed upon.

**Next meeting:**

The next meeting is scheduled for March 9 at 9:30am.

**Adjournment:**

The meeting was adjourned at 11:00 am.

Respectfully submitted,

Eric M. Trott

Director of Planning and Development