The meeting was called to order at 9:40 am by Sondra Astor Stave, Chairperson. 

**Present Members:** Sondra Astor Stave, Christine Pattee, Valdis Vinkels, John Twerdy and Roberta Wilmot

**Present Staff:** Mark Landolina, Laurie Bradley.

**Absent:** Dick Brand, Aline Hoffman

It was noted that the April 28th minutes had April 14th listed in the title.

The April 28, 2020 minutes are approved.

**News and Updates**

Staff noted that there has been some confusion surrounding the nomination of group members as representatives for entities including the town council, the housing authority and human services. It has been determined who will be serving as a representative, and what those roles entail. It is understood that the chosen representatives will serve as a conduit of information between the SHASC and the entity they represent. Members showed some concerns about time commitments and freedom of independence. Per recent correspondence with staff, members can still act freely and independently, but have the responsibility to answer to the entity they serve. This should not be a time consuming endeavor for members. The goal is to keep each entity involved and knowledgeable about the group business, and have a designated member of the group to be available to the entity.

We are recognizing the following members as representatives: Roberta Wilmot is the representative for the Coventry Housing Authority; Dick Brand is the representative for the Town Council; and Christine Pattee has volunteered to be considered as the representative for Human Services.

Laurie Bradley and the Housing Authority can participate in meetings as a staff member. She provides much needed expertise and knowledge about senior housing and the housing authority operations. Roberta will act as her representative in the group.

Matt with Local Initiatives Support Corporation (LISC) will join us next meeting to present his work and experience with this sort of project. He will be able to provide guidance, advice, contacts and other useful information at no cost to us. This will be a tremendous resource for our project.

**Discussion**

- The group discussed the final report and presentation that we will give in July to the Town Council. It has been noted that we lost some time in the last couple of months due
to canceled meetings and directed attention in other areas during the pandemic. We hope to have solid deliverables and findings to report, but do not foresee a complete report in July because we are behind schedule. This is also taking a lot of staff time, so we hope to split up tasks to group members.

- The group spent time going through the proposed questionnaire, which will be based off a senior housing survey in Medfield, Massachusetts. We found the example survey to fit our vision. We will use it as inspiration, and make one tailored towards Coventry. It can provide some very useful information that can be used by the town, developers and the public. This hard copy and digital questionnaire will be dispersed through mail and the internet. We are hoping for at least 150 respondents from a wide range of senior ages. The group decided that Chris and Mark can work finalize the survey before our next meeting.

- Members of the group visited the Hoffman property while practicing social distancing and FOI requirements. They see it as a viable property for future senior housing development. They will put together a presentation with observations and photos for the group to discuss next meeting.

- Staff briefly reviewed how Incentive Housing Zones (IHZ) and other policy considerations can be utilized to help encourage/facilitate senior housing development with affordable components. Typically in IHZ’s, the tradeoff is to allow for higher density of housing units per acre, but to provide a percentage of the units as affordable.

Next Steps

- Staff and Chris will finalize the questionnaire and work out logistics for sending it out and tabulating results.
- Staff will talk with Matt with LISC before our next meeting.

Meeting adjourned at 11:10.

Respectfully Submitted,

Mark Landolina
Planning Technician/Zoning Enforcement Officer