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CARL J. RICHKO
Chairperson

BENJAMIN L. SPINELLI, ESQ.
Executive Director

MEMORANDUM

TO: Affordable Housing Committee

FROM: Benjamin L. Spinelli, Esq., Executive Director

SUBJECT: Committee Meeting Minutes – May 15, 2023

DATE: May 17, 2023

An Affordable Housing Committee meeting was held on Monday, May 15, 2023, 4:00pm via Zoom.

Committee members present: Council Chair Richko, Committee Chair Visioli, Committee Members Dougherty, James, Van Abs and Francis.

Staff members present: Benjamin Spinelli, Gabrielle Gallagher, Neda Hartman, James Humphries, Maryjude Haddock-Weiler, Carole Diction and Annette Tagliareni.

Present via phone: Jason Kane, DAG's office

Committee Chair Visioli began the meeting at 4:01pm.

Affordable Housing Technical Assistance - Request for Qualifications (RFQ)

Ben Spinelli, Executive Director, gave a quick overview on this RFQ. He noted that Council staff received five (5) proposals. Of the 5 proposals, the Council staff selected three (3) of the respondents to participate in in-depth interviews. Staff provided a summary of the submissions and substance of the interviews and asked the Committee to select a respondent and make a recommendation to the full Council. The 3 respondents under consideration were:

- Colliers Engineering & Design
- Heyer Gruel & Associates
- BFJ Planning

Gabrielle Gallagher informed Committee Member James that he is recused from any discussions regarding Colliers Engineering & Design, one of the respondents.

Committee Chair Visioli commented on the submissions. At this time, Committee Members Dougherty, Francis, Van Abs and Council Chair Richko recommended Colliers Engineering & Design (Colliers) due to their:

- Knowledge of the Highlands and Highlands Council's need to implement policy,
- Knowledge of affordable housing, and
- Openness

Committee Chair Visioli asked for staff's comments.

James Humphries, Director of Planning & Science agreed with the Committee's comments and recommendation. Mr. Humphries noted that Colliers has a deep understanding of the Highlands and deep knowledge of affordable housing and how it may work within the Highlands. It was noted that the Teams' interest regarding policy stood out.

At this time, Committee Chair Visioli asked for a motion to recommend Colliers Engineering & Design firm to the full Council for consideration. Committee Member Van Abs made a motion and Member Francis seconded it. All were in favor.

Next Steps

The next steps in this process:

- Council will consider a resolution at its May 18th meeting
- If approved, a contract and scope of work will be developed, after which a committee meeting will be scheduled with respondent.

The meeting was adjourned at 4:13pm.