

TOWN OF NEWINGTON

HOUSING NEEDS STUDY COMMITTEE

JUNE 15, 2020 - 7:00 P.M.

**This meeting will be presented as a Zoom Webinar/Meeting.
Information on how to attend will be posted on the Town website at:
<https://www.newingtonct.gov/virtualmeetingschedule>**

1. ROLL CALL
2. KICKOFF MEETING / SCOPING REVIEW

Documents:

MEMO TO HNSC 22MAY2020.PDF
FINAL AGREEMENT EXECUTED.PDF

3. SCHEDULE NEXT MEETING
4. ADJOURN

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

To: Housing Needs Study Committee
From: Town Planner Craig Minor, AICP
Date: May 22, 2020
Subject: Newington “Affordable Housing Plan”

I am sending you this memo because, according to the Town of Newington website, you are a member of the Housing Needs Study Committee. I have been directed by the Town Manager to ask the Housing Needs Study Committee to provide the staff with guidance in preparing Newington’s first “Affordable Housing Plan”.

Sec. 8-30j of the Connecticut General Statutes requires all towns to adopt or update an Affordable Housing Plan every five years. The statute does not provide much guidance as to what should be in the Plan, but the table of contents for the Affordable Housing Plan of other Connecticut municipalities looks something like this:

- I. What is “Affordable Housing”?
- II. Why Does [Our Town] Need More Affordable Housing?
- III. What is [Our Town’s] Affordable Housing Goal?
- IV. How will [Our Town’s] Affordable Housing Goal Be Met?
- V. How Does Affordable Housing Happen?
- VI. Recommendations.

The planning consulting firm of Planimetrics has been hired to help with this task. Planimetrics is currently working with TPZ to update Newington’s Plan of Conservation and Development, so they are very familiar with Newington, its demographics and housing inventory.

While Planimetrics and the TPZ staff are capable of developing an Affordable Housing Plan by ourselves, for the Plan to be the best that it can be and to have credibility, it needs to be directed by Town residents such as you. I hope that we can count on your support in this very important endeavor.

I will contact you in the next few days with the time and date of a Zoom meeting to go over the project expectations, goals/objectives, and schedule. Feel free to call or email me if you have any questions: 860-665-8575 or cminor@newingtonct.gov

cc:
file

Phone: (860) 665-8575 Fax: (860) 665-8577
townplanner@newingtonct.gov
www.newingtonct.gov

Sec. 8-30j. Affordable housing plan. Hearing and adoption. Amendments. Filing requirement.

(a) At least once every five years, each municipality shall prepare or amend and adopt an affordable housing plan for the municipality. Such plan shall specify how the municipality intends to increase the number of affordable housing developments in the municipality.

(b) The municipality may hold public informational meetings or organize other activities to inform residents about the process of preparing the plan. If the municipality holds a public hearing, at least thirty-five days prior to the public hearing on the adoption, the municipality shall file in the office of the town clerk of such municipality a copy of such draft plan or any amendments to the plan, and if applicable, post such draft plan on the Internet web site of the municipality. After adoption of the plan, the municipality shall file the final plan in the office of the town clerk of such municipality and, if applicable, post the plan on the Internet web site of the municipality.

(c) Following adoption, the municipality shall regularly review and maintain such plan. The municipality may adopt such geographical, functional or other amendments to the plan or parts of the plan, in accordance with the provisions of this section, as it deems necessary. If the municipality fails to amend such plan every five years, the chief elected official of the municipality shall submit a letter to the Commissioner of Housing that explains why such plan was not amended.

(P.A. 17-170, S. 2.)



May 4, 2020

Craig Minor, AICP
Town Planner
Town of Newington
131 Cedar Street
Newington, CT 06111

Re: Affordable Housing Plan
Newington, CT

Dear Mr. Minor,

In response to your request, I have prepared this Letter Agreement for helping the Town of Newington prepare an “affordable housing plan” in accordance with the Scope of Work prepared by the Town.

Basic Framework

It is understood that:

- The Town wishes to commence this work as soon as possible.
- The Town wishes to complete this work by the end of October 2020 (approximately 6 months) although this schedule may change as a result of COVID-19 or similar limitations.
- The work will be overseen by the Housing Needs Study Committee (HNSC) or other entity as determined by the Town.

Scope of Work

<p>1. Kickoff / Scoping Review –</p> <ul style="list-style-type: none">a. Introductory meeting with Staff (collect data)b. Introductory meeting with HNSC to confirm expectations, goals/objectives, and schedule (1 meeting)
<p>2. Prepare Baseline Information Report (Planimetrics) -</p> <ul style="list-style-type: none">a. Basic demographic overview (existing and future age composition, income, race, etc.).b. Basic housing supply / demand overview<ul style="list-style-type: none">• Housing types – inventory / gap / locations• Housing price - inventory / gap / locations• Existing Sec. 8-30g affordable housing, State-licensed group homes and Veterans Administration housing• Existing naturally occurring affordable housing (including short term rentals on the Berlin Turnpike or elsewhere)c. Regulatory overview (where housing options currently permitted / how regulations may encourage/discourage housing choice, regulatory barriers, etc.)

<p>3. Prepare Assessment Report (Planimetrics) -</p> <ul style="list-style-type: none"> a. Restate overall goals / objectives / vision (from kick-off meeting) b. Summarize issues identified from baseline information research c. Suggest possible strategies to address goals / objectives / vision / issues <ul style="list-style-type: none"> • What are the housing needs? • How many units? (overall, short-term moratorium, long-term moratorium, etc.) • Where might units be located / accommodated based on factors relevant to housing diversity? • What types of units could be located / accommodated? (visual gallery of existing / possible?)
<p>4. Review Meeting With HNSC -</p> <ul style="list-style-type: none"> a. Review / discuss baseline information report b. Review / discuss / refine assessment report
<p>5. Prepare Preliminary Strategies Report (Planimetrics) -</p> <ul style="list-style-type: none"> a. Summarize plan purpose and overall goals / objectives / vision b. Summarize baseline information c. Summarize assessment d. Propose strategies <ul style="list-style-type: none"> • What policies / action steps are needed to accomplish goals / objectives • Who will be responsible for accomplishing policies / action steps • When should action steps be completed
<p>6. Review Meeting With HNSC -</p> <ul style="list-style-type: none"> a. Review / refine preliminary strategies report
<p>7. Refine Preliminary Strategies Report to Reflect HNSC Feedback (Planimetrics)</p>
<p>8. Community Meetings To Get Input / Feedback (up to two meetings) -</p> <ul style="list-style-type: none"> a. Meeting preparations / publicity b. Meeting topics <ul style="list-style-type: none"> • Housing choice / diversity • Housing types / locations • Types of housing might community consider for addressing housing needs
<p>9. Review Meeting With HNSC -</p> <ul style="list-style-type: none"> a. Review community input b. Review / refine preliminary strategies report c. HNSC “endorse” report
<p>10. Finalize Affordable Housing Plan (Planimetrics) -</p>

Based on our discussions to date, it is understood Planimetrics will obtain GIS mapping services from New England GeoSystems of Middletown CT and the cost of any such mapping will be included in Planimetrics compensation. It is understood that the GIS mapping may be based on information contained in the Assessor’s database and that such information will be provided to Planimetrics and New England GeoSystems at no charge.

Fee Arrangement

The work as described above will be conducted on a lump sum basis for \$17,500.

At this time, it is not anticipated there will be out-of-pocket costs since work materials will generally be delivered to the Town in electronic format (PDF). If there are any out-of-pocket costs (printing, delivery, etc.), such expenses shall be reimbursable at cost provided such expenses were authorized by the Town.

If additional meetings or work products are desired beyond the work as described above and are mutually agreed to, such meetings or work products will be provided at an hourly rate of \$150 per hour.

Schedule

At this time, it is anticipated work will commence in May and will proceed as shown below. The schedule has been configured to avoid a community meeting in the summer months.

Scope Item	May	June	July	August	September	October	November
1. Kickoff / Scoping Review	■						
2. Prepare Baseline Information Report	■	■					
3. Prepare Assessment Report	■	■					
4. Review Meeting With HNSC -		■					
5. Prepare Preliminary Strategies Report		■	■				
6. Review Meeting With HNSC			■				
7. Refine Preliminary Strategies Report			■	■			
8. Community Meetings					■		
9. Review Meeting With HNSC						■	
10. Finalize Affordable Housing Plan						■	

It is expressly understood that this schedule may change as a result of COVID-19 or similar limitations.

Administrative Provisions

Planimetrics agrees to perform the services described herein in a professional manner. Planimetrics will not assign or subcontract this work without the Town’s approval. The Town agrees to provide Planimetrics, at no cost, with information at its disposal that is needed to perform these services and to provide reasonable time and assistance during the course of the project.

Planimetrics expects to bill for work performed as the work is completed and/or in anticipation of time to be devoted. The Town agrees to pay Planimetrics within thirty (30) days of the date of the invoice. If the Town has a question on the invoice, the Town has fifteen (15) days from the date of the invoice to ask for additional information. Planimetrics may revise the invoice or may resubmit the invoice with an explanation. Any invoice unpaid after thirty (30) days from the date of the invoice shall be cause to stop work on the project.

Either party may cancel this Agreement at any time for any reason. In the event of cancellation, the Town agrees to pay Planimetrics for any and all work performed up to the date of cancellation. This may not include a specific deliverable but will cover time dedicated to the project.

The Town authorizes Planimetrics to proceed on this basis by signing below and returning a copy for our files.

Sincerely,



Glenn Chalder, AICP
President
Planimetrics, Inc.

Accepted and authorized this 3 day of MAY, 2020 by:

Town of Newington


