



**TOWN OF TRURO**  
**Housing Authority**  
**P.O. Box 2030, Truro, MA 02666-2030**

**Minutes of the Truro Housing Authority (THA)**  
**Thursday, September 8, 2016**

THA Members Present: Carl Brotman (chair), Mary Rose, Susan Todd, Jay Vivian,  
Mark Wisotzky

THA Members Absent: none

Others Present: Rae Ann Palmer, Maureen Thomas (for parts of the meeting)

[The item numbers below refer to item numbers in the meeting agenda previously distributed by Mr. Brotman.]

1) Mr. Brotman called the meeting to order at 4:15 pm, and called for public comments. There were none. The minutes from the prior (Thursday, July 14, 2016) THA meeting were distributed, read, discussed, and approved unanimously with minor edits.

2) Update on 181 Route 6 (Habitat For Humanity): Mr. Brotman summarized the status of the project. Since the last THA meeting, there has been an evidentiary Truro Zoning Board of Appeals (ZBA) meeting (August 22), and a continuation for further discussion (August 29). At the second meeting, a 4-to-1 "general sense" vote was taken which supported the finding that the proposal and conditions satisfy the requirements of the Town and the Court. The final step will be for the ZBA to finalize the exact wording of the approval, and to approve that. The next ZBA meeting is on Monday September 26, 2016.

3) Update on 143 Route 6 (Habitat For Humanity): Progress continues, with no further hurdles identified. Habitat plans to begin construction on the site in early-mid 2017.

4) Update on RFQ process to hire a Housing Specialist Consultant: The RFQ has been completed, and posted. It is available on the Town website, here:

[www.truro-ma.gov/sites/truroma/files/file/file/tha\\_consultant\\_solicitation\\_0.pdf](http://www.truro-ma.gov/sites/truroma/files/file/file/tha_consultant_solicitation_0.pdf)  
and is attached as pp. 3-4 of these Minutes. It has been run in the Cape Cod Times and the Provincetown Banner. The RFQ closes at 2:00 pm on Tuesday September 27, 2016. A THA subcommittee of Brotman/Todd/Wisotzky will manage the THA selection process.

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5) Update on Cloverleaf Transfer: It was noted that what appeared to be surveyors were seen on the property in recent weeks, but the formal proposal from the MA Department of Housing and Community Development has not yet been received.

The next meeting was set for Thursday, October 20, at 4:15 pm.

The meeting ended at 4:55 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jay Vivian", with a stylized flourish at the end.

Jay Vivian, THA Clerk & Secretary

**Truro Housing Authority**  
**Request for Housing Specialist Consulting Services**

The Truro Housing Authority is seeking the services of a Housing Specialist on a consulting basis to assist with implementation of the Authority's mission and to support the advancement of established goals and objectives. In partnership with the Town of Truro, the Truro Housing Authority is soliciting proposals from experienced service providers for services related to the all aspects of the development of affordable housing and for support of the Truro Housing Authority.

**Application Process**

Please submit a resume, examples of work in the affordable housing field, three (3) references and a fee proposal. The services will be engaged on a project basis. It is anticipated that a consultant will be selected with an agreed to fee schedule. A separate scope, time frame and hours required will be negotiated for each project. Documents must be submitted in a sealed document labeled on the outside "HOUSING SPECIALIST CONSULTING SERVICES". Submit three copies of the proposal to the Administration Office, Truro Town Hall, 24 Town Hall Road, Truro, MA 02666 by 2:00PM on September 27th, 2016. Any questions regarding this open solicitation should be directed to Rae Ann Palmer, Town Manager via email at [rpalmer@truro-ma.gov](mailto:rpalmer@truro-ma.gov).

**Selection Process**

Applications will be reviewed by the Truro Housing Authority. Finalists will be interviewed by a panel. The selection will be based on qualifications and the results of the interview process.

**Examples of Requested Work:**

- Assist in all aspects of the planning and implementation of an affordable housing project
- Carry out comprehensive assessments of housing needs
- Improve local housing policies and programs
- Provide varying levels of direct assistance to local community development organizations in the following areas: project development and finance, business planning for housing development, organizational development, property and asset management, property acquisition strategies, and other housing-related areas as needed
- Assist nonprofits in securing funds from public and private sources
- Prepare written progress, financial and compliance tracking reports for the Housing Authority
- Help develop and carry out a strategy that will result in securing more resources for affordable housing development and preservation work
- Conduct ongoing research on good practices and additional strategies to support nonprofit housing production

- Help monitoring the use of local, county, State and Federal funding for housing development and work with the affordable housing teams to develop program recommendations.

**Required Skills/Qualifications:**

- Five + years of experience developing affordable rental and/or for sale housing
- Experience in real estate development, especially affordable rental housing, including project planning, financial packaging and project management
- Working knowledge of tax credits and financing
- Experience in community organizing, community planning and organizational development and/or advocacy experience
- Knowledge of property management, preferably with direct experience managing rental property
- Familiarity with Federal, State and local affordable housing and community development programs
- Excellent communications skills including writing and presentation skills
- Financial analysis skills including spreadsheet proficiency for project pro formas
- Experience in grant writing preferred
- Strong computer skills including use of spreadsheets

*In accordance with M.G.L. Chapter 30B, § 9, the Town of Truro reserves the right to cancel this Request for Services or reject, in whole or in part, any and all bids or proposals if it determines that such cancellation or rejection serves the best interests of the Town.*

