

BERKSHIRE REGIONAL PLANNING COMMISSION
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COMMUNITY HOUSING TRUST STEERING COMMITTEE

Tuesday, September 20th at 9:30 – 11:30 AM

Berkshire Regional Planning Commission (BRPC) Conference Room

Dear Community Housing Trust Steering Committee Member,

This letter is to inform you of the third meeting of the Community Housing Trust Steering Committee. Please visit the BRPC website Community Housing Trust page (<http://berkshireplanning.org/6/5/>) for updated information and past meeting minutes.

MEETING AGENDA

- I. Introductions of new members.
- II. Approval of minutes from previous meeting.
- III. Review CHAPA's Smart Growth Demonstration Initiative grant objectives (http://berkshireplanning.org/download/BRPC_RCHT_2005_Abstract.pdf) and progress by Community Housing Trust Steering Committee.
- IV. Discussion of the need for a Community Housing Trust.
 - Purpose and function of a Community Housing Trust in the Berkshire region.
 - Possible Community Housing Trust (CHT) organization structure(s).
 - Possible operating budget & funding sources.
- V. Discussion of population to be served by the CHT.
 - The target population to benefit by CHT activities.
 - Possible projects: sites, housing types, partnerships/collaborations, subsidies, and subsidy retention mechanisms.
- VI. Next Steps
 - Set date and items for next meeting.

Meeting Facilitator: Duane Nealon, AICP, Senior Planner, BRPC at: dnealon@berkshireplanning.org or 413.442.1521 Ext. 15.

(Duane Nealon is a member of the American Institute of Certified Planners (AICP) with over 30 years experience in the field of planning and community development. He is a licensed Real Estate Broker and Appraiser, and has certification as a HUD mortgage counselor and as a 7-A Property Manager. In addition to possessing extensive construction management experience, he has been an Executive Director and has served on staff of several not-for-profit housing organizations, has worked as an Underwriter for the NYS Division of Housing and Community Renewal, and as a Field Service Officer for Neighborhood Reinvestment Corporation.)