



## State of New Jersey

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*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 18<sup>th</sup> 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.*