



Burlington Housing Partnership Committee

Meeting Minutes

August 16, 2022, via Webex

Committee Members Present: Kerry Donahue (KD), Chair
Eileen Sickler (ES), Vice-Chair
Henry Wu (HW), Secretary

Committee Members Not Present: Michael Runyan (MR), Rita Shah (RS), John Sullivan (JS),
Toni Ann Natola (TN)

Other Attendees: Shari Ellis (SE), Drew Merrill (DM), George Basler,
Liz Bonventre (LB), Bill Beyer (BB, Town
Moderator)

- KD called the meeting to order at 5:05 pm. It was noted that a quorum could not be fielded for the meeting and as such, the intended approvals of the proposed BHPC Standing Charter, HNA video narration billing, and CPA endorsement will have to take place at a subsequent meeting later in the week.
- **Citizens Time** – n/a
- **Housing Needs Assessment (HNA) Article for September Town Meeting** – Bill Beyer (Town Moderator) clarified that Article 1 is used for reports to committee to bring Town Meeting up to date on status of items of interest/issues and should be used at the September 2022 Town Meeting to advised Town Meeting of the HNA. Warrants are used for Town Meeting decisions and since the Committee is not asking for a decision but rather informing the completion of the HNA report, Article 1 is the appropriate vehicle. BB also highlighted that Town Meeting will be an in-person meeting since it does not fall under the exception of “Open Meetings” that would allow for virtual meetings. KD discussed presenting of the 3-minutes long corresponding HNA video that was done as part of the HNA report. SE recommended tying the HNA report to the town’s Master Plan and CPA. LB stated that the Master Plan is currently in the hands of the consultant.
- **MAPC Update** – KD reported that the HNA report has been completed and a 3-minutes long corresponding video has been prepared. Intent is for the BHPC to conduct roadshow on the HNA report with the various committees and boards to bring awareness to the HNA report. DM will get the BHPC HNA report on the agendas of these various committees/boards. KD will send out the video to the BHPC members to view.

- **Subsidized Housing Inventory (SHI)** – ES has compiled an Excel worksheet detailing the town’s affordable housing units. ES noted that there are housing units not on the DHCD list that should be included as affordable housing units. ES believes that the true number of affordable units are 635 vice 1321. If backing out the assisted living units and Section 8 units, the number of affordable units are 422. ES noted that assisted living units currently only have a discount for the first year of occupancy. KD stated that Section 8 units should be included in the count since those are truly deed restricted for affordability. SE questioned whether the SHI numbers match up with the MAPC HNA numbers. DM will get with MAPC to see how their numbers for the report were derived and also check to see if he can get hold of the MAPC data.
- **Grandview** – DM discussed the proposed process for open units at Grandview. Decisions will need to take place on what to do with the waitlist as well as how to open up the lottery process for people on the waitlist when units open up. DM stated that Liz Rust had stated the best practice is to conduct lottery with current waitlist until list is exhausted. KD stated that the people on the waitlist need to be re-qualified but also need to have members vote on qualification criteria. Once voted, will need to have Liz Rust prepare the proper qualification wording. Since there is not a quorum for this meeting, voting will have to take place at a subsequent BHPC meeting.
- **Old/New Business** – n/a
- **Minutes** – No quorum for approval of 28 June 2022 and 19 July 2022 meeting minutes.
- **Next Meeting** – To be scheduled for either 18th or 19th of August to vote on open matters.
- **Adjourned** – the meeting was adjourned at 6:12 pm
- **Minutes approved** - MR made a motion to approve the minutes for August 16, 2022. ES seconded the motion. The motion was unanimously approved on August 29, 2022
- Respectfully Submitted,
Henry Wu, Secretary