

**Burlington Housing Partnership Committee****Meeting Minutes**

September 29, 2022, via Webex

Committee Members Present: Kerry Donahue (KD), Chair
Eileen Sickler (ES), Vice-Chair
Henry Wu (HW), Secretary
Toni Ann Natola (TN)
Michael Runyan (MR)

Committee Members Not Present: Rita Shah (RS),

Other Attendees: Drew Merrill (DM), Liz Rust (LR), Shari Ellis (SE),
Paul Sagarino (PS), Lisa Mead (LS), John Danizio
(JS)

- KD called the meeting to order at 5:02 pm.
- **Public Participation** – None
- **Grandview Farm Application** – KD noted that there are still items to be addressed on the Grandview Farm application process. ES pointed out that we need to address the Cover Letter, Application, and Process. So far, we have only worked on the application. DM then led the discussion on application for Unit 215. Applications will be sent out to people on waiting list with a response deadline of 2 weeks. ES asked if the 2 weeks for application deadline was standard. LR responded that the response period is up to the BHPC to define as long as it meets the BHPC plans. During review of the application content, it was highlighted that there is discrepancy in the square footage description of the unit. The deed states 986 ft², the Master Deed states 1041 ft², and the owner has stated it is 997 ft². KD pointed out discrepancy may be down to language on livable/useable space. SE recommended describing it as approximately 986 ft². ES questioned why the application has a limit of 5 attachments when it is being submitted electronically. The committee agreed to keep preference for applicants that truly need 2 bedrooms as well as language on \$600K asset limit. ES asked what happens if none of the people on the waiting list meets the \$600K asset limit. LR stated that the town can change the standards to be applied. It was also agreed that there should be no exceptions granted for incomplete applications. **Action** for LR to clean up application and send out to the committee. LR recommended that someone conduct a walk-through of the unit to confirm it is in a sales-

ready state and get photos if possible. LR also suggested that someone confirm the timing of sale with seller – will they extend the 90 days to 120 or 150 days. KD asked who will prepare/draft the cover letter. DM stated that John Danizio was going to draft the cover letter. There was discussion on process of getting the applications to LR once the applicants submit it to the town since it will contain sensitive Personally Identifiable Information (PII). KD noted that the town must have a secure process that we can use. ES made motion to approve the amended Unit 215 application. HW seconded the motion and the application amended as discussed was approved 4-0-0.

- **119 S. Bedford Street** – DM reported that a draft RFP to access fixing the property is anticipated in about a week.
- **Old/New Business** – Housing Needs Assessment Report Roll-out Plan – KD went over the outreach plans. E-mails were sent to everyone who had participated in the focus groups. DM noted that there some bounceback on the e-mails and that the report is being shared on Facebook.
- **Minutes** – TN made motion to approve the 29 August 2022 and 20 September 2022 minutes. ES seconded the motion. The minutes were approved 4-0-0.
- **Next Meeting** – the next meeting will be on October 18, 2022 at 5:00PM.
- **Adjourned** – the meeting was adjourned at 6:45 pm.
- **Minutes approved** - ES made a motion to approve the September 29, 2022minutes. TN seconded the motion. KD, ES, TN and HW voted “Yea”. MR abstained. The motion was approved 4-0-1 on October 18, 2022
- Respectfully Submitted,
Henry Wu, Secretary