

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

October 18, 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), Shari Ellis (SE)

- KD called the meeting to order at 5:04 pm.
- **Public Participation** – n/a
- **Grandview Farm Process** – DM provided update on the Grandview. People on the waiting list were called to inform them that the applications were being sent out. Nine (9) had shown interest in applying, one (1) was not interested, and two (2) were not able to be contacted. Applications were sent to the nine interested parties and the ones that were not able to be contacted. Deadline for submitting the application is November 9th. There will be two showings of the unit (November 1st and 2nd). MR asked what would happen if an interested applicant can't meet the 90 day deadline to sign a Purchase and Sales Agreement; will the person drop to the bottom of the list or retain position on the list for future listing? DM responded that specific contingencies do not exist for situations but if the committee feels strongly enough for the person to maintain his/her position then the committee can forth with that approach. **Action** for DM to check with Liz Rust to make sure that there isn't a rule in place that would dictate how the applicant would be treated. If there is not a rule in place, the committee preference is to have the applicant retain its place on the wait list.
- **119 S. Bedford Street** – MR provided update. The Town is preparing a Request for Proposal (RFP) to have a contractor put the house in saleable condition as well as winterizing it (shut off water, put 100 gallons of fuel oil for heater, etc.) MR stated that he would like to see a couple of the contractors that works regularly with the Town to perform the necessary work. However, the procurement process keeps changing and causing delays. He noted that there is a limitation to the amount of work a contractor can receive from the Town on an annual basis. If the required work is under \$10K, then can just go out to contractors that are already vetted

by the Town; otherwise, will have to put it out for bid. KD asked what the Town has budgeted for repair. MR responded that he believes that \$250K for set for acquisition but there was not any specific amount set for repairs and that he hopes the whole project will be around \$290K. He also noted that Town Meeting approval is not required to make repairs to town property.

- **Old/New Business** – KD noted that she is still conducting interviews regarding the Housing Needs Assessment (HNA) and she would like to see topics that have been put on the backburner brought back into discussion in future meetings. KD would like to see the committee address the steps necessary to bring the Municipal Affordable Housing Trust into fruition. Other potential agenda item is a Housing Production Plan. DM noted that only feedback on the HNA was that it would have been better if it was a Housing Production Plan. SE commented that if the Community Preservation Act was passed, it can be used to fund a Housing Production Plan. In other discussions, MR noted that there are rumors that some large parcels of properties may becoming available soon and that it would be nice if the committee were in position to start identifying potential sites or under-utilized sites for potential affordable housing projects. TN noted that the committee needed to do a better job of messaging what its goals and objectives are for the town since people fear changing the dynamic of Burlington with subsidized housing and the large apartment complexes that have lately been built. MR noted that the town has no appetite for large one/two-bedroom apartment buildings and that the committee should set sights on something more acceptable. SE noted that Zoning Bylaw has been talking about allowing Accessory Dwelling Units (ADUs).
- **Minutes** – KD noted that she had sent out an updated minutes for the 29 September meeting. ES made motion to approve the 29 September 2022 amended minutes. TN seconded the motion. KD, ES, TN and HW voted “Yea” and MR abstained. The minutes were approved 4-0-1.
- **Next Meeting** – the next meeting will be November 1, 2022 at 5:00PM.
- **Adjourned** – the meeting was adjourned at 6:11 pm.
- **Minutes approved** - ES made motion to approve the 18 October 2022 meeting minutes. MR seconded the motion. KD, ES, MR, RS and HW voted “Yea”. The minutes were approved 5-0-0.
- **Respectfully Submitted,**
Henry Wu, Secretary