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Burlington Housing Partnership Committee Meeting Minutes

January 11, 2022, via Zoom

Committee Members Present: Michael Runyan (MR)
Kerry Donahue (KD), Vice-Chair
Eileen Sickler (ES), Secretary
Rita Shah (RS)

Committee Members Not Present: John Sullivan, Barbara L'Heureux, Henry Wu

Other Attendees: Shari Ellis (SE), Brian Fischenich (BF), Affiliated
with St. Margaret and St. Malachy

- MR called the meeting to order at 6:10 pm.
- KD made a motion to approve the 11.16.21 and 12.28.21 minutes and ES seconded the motion. The motion was passed 4-0-0
- **Brian Fischenich, Guest** – Brian was invited to speak about an Afghan family that his church through Catholic Charities is trying to find permanent housing in Burlington. BF explained the group POWIR (People Organized to Welcome Immigrants and Refugees) is a non-profit who raises funds, develops a volunteer base, and finds housing for immigrants. RS mentioned the Housing Corporation of Arlington as a resource for housing. Currently, the Afghan family is at a military base waiting to be notified about permanent resettlement. The committee asked BF to send a URL or other information so we could help advertise for this need.
- **Housing Needs Assessment Report** – KD and MR met with MAPC (Metropolitan Area Planning Council) as the administrative contacts. Our committee needs to insert their names for the groups listed in the Outreach Contact form [Outreach Contact List.xlsx](#). MAPC will send the committee members a template so they can email those contacts as possible candidates for one of the three forums.
- **117 S. Bedford St.** – MR said we had received five applicants for the lottery. MR will send us a link for the drawing on January 18th at 4 pm. The committee was disappointed and surprised that so few applications were received. The consensus was we hadn't done enough outreach.

- **Housing Coordinator** – ES had a phone conversation with Liz Rust, Affordable Housing consultant about the job description. She explained that some of the duties were already being done by town administration staff but wasn't clear on all of them as she has limited exposure to staff. ES offered to contact Paul Sagarino, Town Administrator, to meet with his staff and understand what is currently being done and what is lacking. The committee expressed a concern there appears to be no one individual responsible for housing related activities. The current job description will be modified once the committee better understands what is needed. MR confirmed the recently hired appraiser is not responsible for the Affordable Housing Coordinator duties.
- **Grandview** – MR said he still hasn't heard anything about the review of the Grandview deeds from the town's legal counsel. ES asked MR to get a date when this will be finalized from Paul Sagarino, otherwise, other issues will take precedence over the important review of these documents.
- **Old/New Business** – MR mentioned the current occupant of 119 South Bedford is planning to sell the house in the Spring of 2022. The committee asked MR if he would forward any notifications or communications to Liz Rust, the town's Affordable Housing consultant, and possibly, legal counsel so any issues/problems can be identified and addressed proactively. MR offered to speak with Liz Rust about this at the lottery drawing on January 18th.
- **Next Meeting** – the next meeting was not set. ES to send a Doodle poll
- **Adjourned** – the meeting was adjourned at 7:13 pm with a motion made by MR and seconded by ES which was unanimously approved.
- Respectfully Submitted,
Eileen Sickler, Secretary
- Approved: Unanimously, January 26, 2022