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## Burlington Housing Partnership Committee

### Meeting Minutes

January 26, 2022, via Zoom

**Committee Members Present:** Michael Runyan (MR)  
Kerry Donahue (KD), Vice-Chair  
Eileen Sickler (ES), Secretary  
Henry Wu (HW)  
John Sullivan (JS)

**Committee Members Not Present:** Rita Shah, Barbara L'Heureux  
**Other Attendees:** Shari Ellis (SE), Liz Bonventre (LB)

- MR called the meeting to order at 5:05 pm.
- MR made a motion to approve the 1.11.22 minutes and KD seconded the motion. The motion was passed 5-0-0
- **Housing Needs Assessment Report** – KD and LB met with MAPC (Metropolitan Area Planning Council) as the administrative contacts. MAPC will send us the packet of material which includes a template. This will be used by us when sending a letter to our contacts identified earlier on the Outreach Contact List. This outreach is for contacting those who might be interested in being a forum participant. The next meeting for the entire Housing Partnership Committee will be February 2<sup>nd</sup>, at 9:30 am.
- **SHI** – ES had contacted LB earlier in the day and asked about the source of the Subsidized Housing Inventory. LB asked MR (the member with the most institutional knowledge) about specific properties and their status as either affordable or on the SHI list. After some time, it was determined that neither the Planning department nor Town Administration are clear about the details of the property status as well as the source of that information although believe it to be the Assessor's office. It appears that Jim Doherty, the former Affordable Housing Coordinator may know the details. Although Mr. Doherty is no longer an employee, MR said he would talk to him about this. MR and ES agreed to take this offline and come back to our committee with better information.
- **117 S. Bedford St.** – MR said there were three finalists for the lottery. MR met with the prospective new owner at the location. There is a small punch list that needs to be completed.

- **119 S. Bedford St.**- MR said that we have been notified that this location will be available in April 2022. The FMV of the house is estimated to be \$360k. This amount was mentioned in a discussion between MR and Liz Rust at the lottery drawing for 117 S. Bedford. As noted earlier, we were concerned that so few people applied for 117 S. Bedford. MR suggested we could raise the qualifications to 100% of the area middle income (AMI) as this could attract more applicants than the prior lottery at 80%. ES mentioned that the lottery offering was only sent to Burlington town employees. KD asked if we could get the list of outreach contacts from the lottery coordinator, Liz Rust. ES agreed to find out. MR said he has asked the town administrator to put a placeholder in the May town meeting for the town to purchase 119 S. Bedford acknowledging that we need to learn more about the property's condition and other related details.
- **Housing Coordinator** – ES had a meeting with Jean Gallant who is currently doing some of the affordable housing work. The responsibility was shared among two other people in the administrator's office both of whom retired in December 2021. The committee believes we need a dedicated person for affordable housing and as such MR suggested we present our case for this to the Select Board (SB) as well as updating them on our committee. The committee agreed to February 28<sup>th</sup> to present this to the SB.
- **Charter** – the committee believes a charter is required making it a standing committee vs. ad hoc. For example, this will define the purpose and a clear charge for the committee, composition, and number of the committee members, etc.
- **Grandview** – MR, as with the last meeting, said he still hasn't heard anything about the review of the Grandview deeds from the town's legal counsel.
- **Old/New Business** – MR mentioned there is a developer for the Rogers Piano site located at Bedford/Cambridge streets. The proposal includes 14 units including an affordable unit and retail. MR also mentioned the demo fee increase was passed by the SB. SE said she was concerned there were no policies or guidelines in place to how the money is allocated, tracked, and authorized. MR asked us to look at the draft letter written by him for distribution to the housing managers in town for an Afghan family.
- **Next Meeting** – the next meeting will be February 15, 2022, at 5 pm
- **Adjourned** – the meeting was adjourned at 6:28
- Respectfully Submitted,  
Eileen Sickler, Secretary
- Approved: Unanimously, March 1, 2022