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## Burlington Housing Partnership Committee

### Meeting Minutes

February 15, 2022, via Zoom

**Committee Members Present:** Michael Runyan (MR)  
Kerry Donahue (KD), Vice-Chair  
Eileen Sickler (ES), Secretary  
Henry Wu (HW)  
Barbara L'Heureux (BL)

**Committee Members Not Present:** Rita Shah, John Sullivan (JS)  
**Other Attendees:** Shari Ellis (SE), Liz Bonventre (LB)

- MR called the meeting to order at 5:18 pm.
- There was a technical glitch that prevented us from using Webex. A Zoom link was used instead and consequently there were no votes taken on any items.
- **Housing Needs Assessment Report** – KD and LB will meet with MAPC (Metropolitan Area Planning Council) administrative contacts tomorrow. Several HPC members have received feedback from the times offered for the forums. KD and LB will ask MAPC to add or modify the times currently offered in the forums. KD also plans to add a questionnaire to the forum invitation for those who cannot attend one of the forums. Because it is not part of the project scope, we will need to summarize the questionnaire results.
- **Citizen inquiry** – A citizen inquired about the Housing Partnership Committee and LB sent her information about the Partnership.
- **SHI** – This is a follow up from the last meeting in which it was determined there is no Master list of complete and accurate subsidized and affordable housing inventory. MR offered to get this list from the various sources either in the assessors' office, planning department and/or town administration. Based on an email from MR to ES, the list is nearly finished.
- **119 S. Bedford St.** – We have the quit claim deed for the property, but the deed rider was missing. The property was originally listed with a slightly different address and once realized, the deed rider was located. A copy of the documents was sent to the current occupant who are anxious to sell. Once a certified appraisal is received by the town, and we can inspect the property, a decision will be made whether to ask TM to approve the purchase. MR mentioned that the occupants of 115 S. Bedford St. may want to sell as well.

- **Housing Coordinator** – ES revised the job description for an affordable housing coordinator. This is a contractual job (not an employee) that includes a description of the daily activities for which a dedicated resource is needed. This description will be part of the presentation that KD and ES will make to the SB on February 28<sup>th</sup>.
- **Afghan placement** – Once MR receives the addresses for the various property managers in town, he will send the form letter asking about potential housing opportunities for Afghan refugees. This is a program sponsored by the Catholic Charities.
- **Grandview** – there is still no word from the town’s legal counsel related to the document review for this property that has been ongoing for at least six months.
- **Old/New Business** – MR will ask Jean Gallant for a complete list of all applicants’ contact information to be used with future housing issues, lotteries etc. MR mentioned a second proposal for housing at the former Rogers Piano and adjacent properties. The project currently includes 98 units of which 14 are affordable.
- **Next Meeting** – the next meeting will be March 1, 2022, at 5 pm
- **Adjourned** – the meeting was adjourned at 6:20
- Respectfully Submitted,  
Eileen Sickler, Secretary
- Approved: Unanimously, March 1,2022