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Burlington Housing Partnership Committee Meeting Minutes

August 19, 2022, via Webex

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

Committee Members Not Present: Rita Shah (RS), John Sullivan (JS)

Other Attendees: Drew Merrill (DM), George Basler

- KD called the meeting to order at 11:00 AM.
- **Housing Partnership Standing Committee Charter** – ES presented the charter for a standing committee for the Housing Partnership. It is proposed to have seven (7) voting members total, to include one (1) representative from the Select Board, one representative appointed by the Planning Department, and five (5) resident members appointed by the Town Administrator who have experience or interest in housing, real estate, law, finance, or other relevant areas and who live in a diverse mix of housing types (homeowners and renters). MR added that, if the Municipal Housing Trust ever gets established, it would not preclude someone who is serving on the Housing Partnership Committee from also serving on the Housing Trust. ES made a motion to approve the charter and MR seconded the motion. The motion was approved 5-0-0. It was decided that the backup documentation for the charter did not need to be voted on.
- **Housing Needs Assessment Video Narration Billing** – KD reported that the cost (\$350) for the HNA video narration was beyond the amount the town approved for the MAPC HNA. ES made a motion to approve the video narration bill so that it can be submitted to the Town for payment. MR seconded the motion. The motion was approved 5-0-0. MR inquired about John Sach's offer to help with short video funded by the CPA on affordable housing. KD stated that she will actually be filming one today highlighting other town's projects using CPA funds that Burlington can also consider. KD also suggested that MR can do videos on converting single family homes into affordable homes for either purchase or rental.
- **Grandview Waitlist Qualification** – KD stated that there was too much to discuss and decided upon for the Grandview waitlist and lottery process then could be accomplished during the allotted meeting time so the subject will have to be deferred.

- **Other Business** – Discussions on presenting HNA report to various committees. KD has briefing slides that can be used for various presentations depending on focus. DM will be getting in touch with the various committees and boards to schedule BHPC for presentations. MR also suggested that DM get in contact with the Council on Aging to introduce himself and on the role that he has on affordable housing. ES pointed out that the approved BHPC standing committee charter and backup documentation need to be submitted to Amy Warfield by noon time. KD took action to do so.
- **Next Meeting** – the next meeting will be August 29, 2022 at 5:00 PM.
- **Adjourned** – the meeting was adjourned at 11:15 AM.

- **Minutes approved** - MR made a motion to approve the minutes for August 16, 2022. ES seconded the motion. The motion was unanimously approved on August 29, 2022.

- Respectfully Submitted,
Henry Wu, Secretary