

**St. Johnsbury Rental Housing Improvement Grant Program
Advisory Meeting October 27, 2021 Minutes**

Present, Members: Patricia Janssen, Ron Steen, Patrick Shattuck, Irene Nagle, Alice Kitchel

Advisor: Joe Kasprzak, Assistant Town Manager

The Board discussed the three roles of the RHIGP Program, the Advisory Committee which advises/recommends program elements such as changes to criteria, dates, and grants applicants to the Select Board for approval, the Select Board that makes decisions on program elements such as changes to criteria, dates, and applications, and the Town Manager's Office that administers program management including general updates to the Select Board when appropriate.

The committee discussed the RHIGP Committee organization agreeing on a committee of five members with two-year terms starting in March, staggered to create continuity. A new Chair and a permanent secretary need to be installed in March 2022. Until March 2022, a secretary is also needed.

Joe Kasprzak reported that all projects in the 2020 rounds are completed.

The committee discussed whether to extend the deadline for 2021 Round 1 projects from December 31, 2021 to April 30, 2022. A grantee expressed difficulty finding materials for a project within the timeframe of December 31, 2021. The committee by consensus decided to recommend that the Town Manager's Office set the deadline date for both rounds 1 and 2 of 2021 for April 30th, 2022. Further, to recommend that the town correspond with the grantees about whether they are making progress and to forecast whether they will complete projects by the new deadline or forfeit the matching grant funds.

The committee will meet Wednesday November 17th at noon to review the 2021 Round Two applications.

Action Items

Joe Kasprzak will confer with the town manager about whether the town would object or not to requiring that going forward three out of five committee members are St. Johnsbury residents.

Joe Kasprzak will research how to structure staggering the terms on the committee.

Joe Kasprzak will communicate the recommendations to the Town Manager's Office about the new deadline for both 2021 rounds of grants and to correspond with the grantees about progress on finishing projects.

Adjourned at 9:30 AM. Respectfully submitted, Alice S. Kitchel