

**St. Johnsbury Rental Housing Improvement Grant Program Advisory Meeting**  
**September 23, 2022**  
**11:00 am**

**Present:**

Committee members: Patricia Janssen, Alice Kitchel, Irene Nagle, Fred DeMarzo, Patrick Shattuck, Kresten Stirling

Town Liaison: Joe Kasprzak, Assistant Town Manager

The minutes from the July 8, 2022 RHIGP meeting were approved.

The committee discussed the application form.

The first two items under application scoring will be eliminated -- points for amount of grant requested and project amount.

Clarify in application need for third party cost estimates.

Kreston will work on a FAQ sheet. This should help with addressing applicats' questions.

We'll define capital improvements according to the IRS publication, and provide a reference to that in the application.

Next meeting set for October 14 at 11 AM.

Respectfully submitted by Irene Nagle