

St. Johnsbury Rental Housing Improvement Grant Program Advisory Meeting

October 14, 2022 11:00 am

Present: Fred DeMarzo, Alice Kitchel, Irene Nagle, Patrick Shattuck, Town Liaison: Joe Kasprzak, Assistant Town Manager, Kresten Stirling, Code Compliance Officer, excused Patricia Janssen

September 23rd meeting minutes were accepted with these corrections, Patrick Shattuck was present at the meeting and the spelling of Kresten Stirling's first name was corrected.

The group, chaired by Joe Kasprzak for Patricia Janssen, held a working session reviewing the FAQ document compiled by Joe and Kresten to go with the RHIGP application. The group worked on the wording and clarity of the definitions of phrases and words found in the application form. Next, the group worked on the clarity of the answers to FAQ's and potential FAQ's. Several definitions and FAQ answers still need to be finalized. The group will consider them at a future meeting. Joe will post the definitions and FAQ's with those still needing resolution highlighted on the Google Docs for the committee.

Fred will research a definition of "routine maintenance."

It was noted that compiling a document of FAQ's and definitions as thoroughly and clearly as possible now will improve the grant product and help prepare for a potential increase in grant funds in the future.

Kresten said that he would keep track of the questions that possible grantees asked him about the grant and the grant process.

The meeting adjourned at 12:00 pm.

Respectfully submitted, Alice S. Kitchel