

**St. Johnsbury Rental Housing Improvement Grant Program Advisory Meeting**  
**January 14, 2022**  
**11:00 am**  
**DRAFT**

**Present:**

Committee members: Patricia Janssen, Alice Kitchel, Irene Nagle, Patrick Shattuck  
Town Liaison: Joe Kasprzak, Assistant Town Manager

Minutes of November 17<sup>th</sup>, 2021 were approved as written.

Discussed questions on the agenda.

- 3 a. – Decided that grant funds can only be used to pay outside contractors or materials. Owners cannot pay themselves with grant money. Passed unanimously, Patrick moved Alice seconded.
- 3b. Discussed scoring of applications. Left points awarded as is for now, with the addition of energy efficiency in number 7 of application.
- 3c. General agreement that it would be better to be more open. It's not just accessible units that are needed. Anything that can be done to improve rental units across the board would be beneficial.
- The committee discussed the question of whether it is a problem if applicants are using other grant funds for match.
- Joe made changes to the purpose statement on the application as discussed by the committee. Joe also made changes to program description to indicate that discretionary points will be awarded for universal design and efficiency improvements.
- Under program requirements, added clarifying language that the apartment must be ready to rent in order to be re-imbursed under the grant program.
- Dates for application submission/completion of project:
  - Joe said that an April 30<sup>th</sup> completion date is the easiest to administer from the standpoint of the Town.
  - Discussed idea that there should always be two rounds. Leftover funding would go towards second round without having to go back to the selectboard for permission. Another idea was rolling applications.
  - Rental fees are collected from July through September. Fiscal Year begins July 1. Joe will need to talk with finance department first, and then develop a recommendation that committee members will review. Will consider the building season as well.

Next meeting scheduled for February 11, 11 AM. Items 4 a through d of agenda will be discussed at the next meeting.

Meeting adjourned at 12:05pm

Respectfully submitted by Irene Nagle