

St. Johnsbury Rental Housing Improvement Grant Program Advisory Meeting

February 11, 2022

11:00 am

DRAFT

Present:

Committee members: Patricia Janssen, Alice Kitchel, Irene Nagle

Town Liaison: Joe Kasprzak, Assistant Town Manager

- Minutes of January 14th, 2021 were approved as written.

Discussed application form:

- In fifth bullet of application under program features, changed “coordination” to “that align with...”
- Add, “**In scoring applications**, discretionary points...”
- Also, move all the information in fifth bullet regarding discretionary points to “application scoring” section of application. Joe made edits as we discussed.
- Joe K. will reach out to Anne Lawless from Heat Squad to get recommendations for alignment.

Discussed application and decision dates:

- Have a Spring application process. Follow the building season. Then a round 2 in fall.
- Accept applications April 1 to April 30th. We will have then time to reach out and ask them to correct problems. Get recommendations to Selectboard meeting on May 23rd. Announcements made June 15th.
- Review applications as they come in and make a decision on who will reach out to ask for additional information, if necessary.
- PJ will update internal process document to help guide us through the process. PJ will draft and send it around via email, to save time for review at next meeting.

Other issues:

- Committee needs to discuss how improvements to common areas will be treated, including heating systems – any area that serves more than one unit. Should it be treated as a separate unit for purposes the grant? Further discussion is needed. May need to discuss recommended energy efficiency improvements for common areas (entrance halls, etc.) with Scott Campbell.
- Need to decide terms of advisory committee members. March 14 is town’s organizational meeting. Consensus of committee is to go with a five-member advisory committee. Joe will check with Chad regarding suggested term breakdown. By the time of the Town’s March 14th meeting, we should have an idea of who wants to stay on the committee and who we should recruit.
- If anyone has ideas for new committee members, send them to PJ. There is no policy or rule for members of advisory committees in terms of town of residence.

Next meeting:

Alice will do minutes for next meeting, which will be March 11, 2022 at 11 AM.

12:04 meeting adjourned.

Respectfully submitted by Irene Nagle