

# **St. Johnsbury Rental Housing Improvement Grant Program Advisory Meeting**

**February 11, 2022**

**11:00 am**

## **Present:**

Committee members: Patricia Janssen, Alice Kitchel, Irene Nagle

Town Liaison: Joe Kasprzak, Assistant Town Manager

- Minutes of January 14<sup>th</sup>, 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 30<sup>th</sup>. We will then have time to reach out and ask them to correct problems. Get recommendations to Selectboard meeting on May 23<sup>rd</sup>. Announcements made June 15<sup>th</sup>.
- 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 of the grant? Further discussion is needed. May 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 14<sup>th</sup> 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