

St. Johnsbury Rental Housing Improvement Grant Program Advisory Meeting
February 10, 2023 Meeting
11:00 AM

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

Advisors: Joe Kasprzak, Assistant Town Manager; Kresten Sterling, Code Compliance Officer

The minutes from the December 9, 2022 RHIGP meeting were approved with the correction of the spelling of Kresten Sterling's last name.

Joe Kasprzak told the committee that the committee charged with the allocation of ARPA funds has recommended to the St. Johnsbury Select Board that \$200,000.00 of the funds be allocated to the RHIGP to improve existing housing stock and new housing stock. Joe said that, if approved, he expected that the committee can keep the deadlines for the 2023-24 grant process; April application, June approval of the grantees by the select board, and announcement of the grants on July 1, 2023. Several members of the committee plan to attend the select board meeting on Monday, February 13th at 6 pm when this item will be decided.

The committee discussed how to be prepared if this allocation is approved. There was general recognition that creating new housing is a high priority. The grant application form already includes language acknowledging creating new housing units. As well, on the application form, Joe and Kresten have suggested that properties that are a net new unit receive two points credit in the judging of grants.

Irene moved, and Alice seconded that it be recommended to the St. Johnsbury Select Board that the grant amount for all categories of work be increased to \$6,000.00, and that two points be added to the scoring criteria for properties that are a net new unit. The motion passed unanimously.

Looking ahead, to be ready for the February 27th meeting of the select board to approve the granting process for 2023-24, Joe and Kresten will finalize the application form and FAQ's and send out an email to committee members with that information. The committee will review and offer suggestions about the application form and FAQ's due back to Joe by February 20th. This preparation will enable the RHIG to roll out in April, on schedule.

After the March 10th meeting of the presently configured committee, three members will step down and three new members will join. Pam Dearborn has agreed to join. The committee discussed finding two other suitable members. A slate was developed. At the March meeting, both the present members and the new members will attend.

The meeting adjourned at 12:26 pm

Respectfully submitted, Alice S. Kitchel