

TOWN OF ESSEX

HOUSING COMMISSION MEETING MINUTES

Wednesday, May 1, 2024

Housing Commission (HC): Deb Flannery (Chair), Rupesh Asher (Vice Chair), Lauren Ressue (Clerk), Anna Brouillette, Caroline Ellenberger

Administration and Staff: Kent Johnson (Town Planner)

1. CALL TO ORDER AND AGENDA ADDITIONS / CHANGES

Mr. Asher called the meeting to order at 3:03 PM (Ms. Flannery signed in later). There were no proposed changes to the agenda.

2. PUBLIC TO BE HEARD

There were no members of the public present.

3. WELCOME NEW HOUSING COMMISSION MEMBERS

Two new members of the housing commission were present at the meeting: Ms. Brouillette and Ms. Ellenberger. All individuals present introduced themselves and their backgrounds. Ms. Flannery, Mr. Asher and Ms. Ressue provided a brief summary of past work.

4. Action ITEMS

a. Minutes

Ms. Ressue made a motion, seconded by Ms. Flannery, to approve the minutes of 3/6/24. The motion passed 5-0.

5. DISCUSS TASKS AND ROLES OF HC MEMBERS

Since Ms. Flannery has requested to step down as Chair, as was discussed at the March 6, 2024 meeting, it was agreed upon by all members that Mr. Asher will take on the new role of Chair and Ms. Ressue will take on the role of Vice Chair. Ms. Ellenberger volunteered to take on the role of Clerk.

6. DISCUSS THE WORK PLAN AND WORK ASSIGNMENTS

Since new members were present, Mr. Johnson provided information and handouts to everyone about the housing portions of the Essex Town Plan, the Housing

Commission Chart, Job Descriptions of the members of the Housing Commission and information about Open Meetings.

Mr. Johnson, Ms. Flannery, Mr. Asher and Ms. Ressue then provided an overview of the tasks that have been proposed in the past as part of the Housing Commission's workplan. These tasks include:

- a. Data gathering and sharing to inform a gaps analysis
- b. Review of how Act 47 affects Essex's regulations
- c. Providing feedback to the town's new consultant (Stantec) on potentially including housing in the new municipal center.
- d. Create a clearinghouse on the town's website for Essex residents and developers related to housing resources
- e. Being looped into the new development review process
- f. Create collaboration between Essex and neighboring municipalities possibly to pool resources or learn from each other

Having discussed these ideas for a few months, Ms. Ressue offered to create a workplan in the shared Google folder to help guide and track progress on the tasks.

7. MEMBER REPORTS

There were no member reports.

8. ADJOURN

The Chair adjourned the meeting at 4:22pm.

Minutes submitted by Lauren Ressue, Clerk