

TOWN OF ESSEX HOUSING COMMISSION MEETING MINUTES

Tuesday, December 3, 2024

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

Administration and Staff: Kent Johnson (Town Planner)

- Call to Order
- Agenda additions/changes
- Public to be heard
- Approval of Minutes
- Business Items
 - Resource Website Development Review and Next Steps
 - Review Budget Request Email
 - Discuss Learnings from Housing Conference
 - Review data on Essex profile on HousingData.org
- Adjourn

1. CALL TO ORDER

Anna called the meeting to order at 3:03 PM.

2. AGENDA ADDITIONS/CHANGES

No changes to the agenda were made.

3. PUBLIC TO BE HEARD

There were no members of the public present.

4. APPROVAL OF MINUTES

Asher motioned to approve the November 5, 2024 meeting minutes, Carolyn seconded. The motion passed 3 – 0 (Lauren absent).

5. BUSINESS ITEMS

- a. Resource Website Development Review and Next Steps

- i. Draft [Housing Resources webpage](#) has been created by Brittany and Tammy using content previously reviewed and discussed by HC members
- ii. Suggestions received via Brittany to add links and to change “homeowners” to “property owners” were approved
- iii. HC members discussed updates to the [Housing Commission webpage](#), including updating the member list and addition of an “Our Work” section that links to the Housing Resources page
- iv. **Action:**
 - 1. Carolyn will request that suggestions be implemented on Housing Resources webpage
 - 2. Carolyn will review Housing Commission webpage and request needed changes
 - 3. Kent to check Housing commission email address and determine whether Anna’s email could be posted

b. Review Budget Request Email

- i. Anna drafted a budget request for \$4,900 to support items in 2025 (conference fees & travel; tabling/materials; host an event/speaker)
- ii. HC considered submitting a request that includes both minimum and ideal options, e.g. sending all HC members to a conference vs 2 members, increased speaker fees
- iii. **Actions:** Anna will amend budget request to include minimum and ideal options and share with Kent

c. Discuss Learnings from Housing Conference

- i. HC members shared highlights and learnings from the conference, including sessions on data, Housing 101, the state of housing and future uncertainty, the high cost of development and need to jump in regardless and leverage programs for affordable housing development, and an inspiring keynote speaker
- ii. Anna and Carolyn attending the Housing Commission meet up and learned about future zoom meetings to connect HC members across the state as well as a grant that will be available for HC work; HC accomplishments, challenges, and activities were collected during the session on poster boards and will be shared

- d. Review data on Essex profile on HousingData.org
 - i. Essex vs Chittenden county data were reviewed
 - ii. **Action:** HC members to review [Housing Committees resources](#) on the Housing Resource Toolbox for future discussion

6. **MEMBER REPORTS**

- a. There were no member reports.

7. **AOB**

- a. There was no other business.

8. **ADJOURN**

Lauren motioned to adjourn the meeting; Carolyn seconded. The motion passed 3 – 0 (Rupesh absent). The Chair adjourned the meeting at 4:07 PM.

Minutes submitted by Carolyn Ellenberger, Clerk.