

TOWN OF ESSEX HOUSING COMMISSION MEETING MINUTES

Tuesday, January 7, 2025

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

Administration and Staff: Kent Johnson (Town Planner)

- Call to Order
- Agenda additions/changes
- Public to be heard
- Approval of Minutes
 - Approve minutes from December 3, 2024 meeting
- Business Items
 - Budget Request Update
 - Website Updates Review and Discussion
 - Goals for Housing Commission in 2025 and Workplan Discussion
- Adjourn

1. CALL TO ORDER

Anna called the meeting to order at 3:04 PM.

2. AGENDA ADDITIONS/CHANGES

Anna requested adding “Summary of Housing Commission for Town Report” to the agenda. Rupesh motioned to add the agenda item; Anna seconded.

3. PUBLIC TO BE HEARD

There were no members of the public present.

4. APPROVAL OF MINUTES

Asher motioned to approve the December 3, 2024 meeting minutes; Carolyn seconded. The motion passed 3 – 0.

5. BUSINESS ITEMS

- a. Budget Request Update
 - i. The budget request from Anna was forwarded by Kent for review; no updates received at this time
 - ii. Revisit at next month's meeting
- b. Website Updates Review and Discussion
 - i. HC members reviewed updates to the [Housing Resources webpage](#) and [Housing Commission webpage](#)
 - ii. The new and updated webpage will be publicized along with the Housing Commission summary for the Town Report
 - iii. Kent can use Essex Town account for FPF posts
 - iv. **Action: Carolyn will request removal of the non-working email address and to change wording of the "Our Work" button to "Housing Resources"**
- c. Goals for Housing Commission in 2025 and Workplan Discussion
 - i. HC members reviewed workplan and reflected on progress to date
 - ii. Attendees agreed to revisit the 2025 workplan at the next HC meeting will all members present
 - iii. Consider identifying developers in the area to survey for barriers and opportunities and to serve as advisors to the HC
 - iv. **Action: Carolyn to update workplan with progress and timeline**
- d. Summary of Housing Commission for Town Report
 - i. A request was received to submit a report of HC work in the Town of Essex Annual Report; deadline: January 17, 2025
 - ii. The report can include 2024 accomplishments, plans for future work, challenges, changes in membership, etc.
 - iii. **Action: Anna will draft the report, Carolyn will review** (Jan 17 deadline precludes a more full, lengthy review)

6. AOB

- a. There was no other business.

7. ADJOURN

Rupesh motioned to adjourn the meeting; Carolyn seconded. The motion passed 3 – 0. The Chair adjourned the meeting at 4:03 PM.

Minutes submitted by Carolyn Ellenberger, Clerk.