

TOWN OF ESSEX HOUSING COMMISSION MEETING MINUTES

Tuesday, February 4, 2025

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

Administration and Staff: Kent Johnson (Town Planner)

- Call to Order
- Agenda additions/changes
- Public to be heard
- Approval of Minutes
 - Approve minutes from January 7, 2025 meeting
- Business Items
 - Review of Housing Commission workplan for 2025
 - Discussion: Town Showcase Opportunity
- Member and Staff Updates
- Adjourn

1. CALL TO ORDER

Anna called the meeting to order at 3:05 PM.

2. AGENDA ADDITIONS/CHANGES

No additions or changes to the agenda were requested.

3. PUBLIC TO BE HEARD

No members of the public were present.

4. APPROVAL OF MINUTES

Lauren motioned to approve the January 7, 2024 meeting minutes; Carolyn seconded. The motion passed 3 – 0.

5. **BUSINESS ITEMS**

- a. Review of Housing Commission workplan for 2025
 - i. Attendees reviewed the 2025 workplan in gantt chart format (posted in Housing Commission Google docs; [link](#))
 - ii. Consider engaging an intern to support data review and gap analysis
 - iii. Lauren agreed to monitor Development Review Board activities
 - iv. Attendees agreed to continue to review and refine the 2025 workplan gantt chart at next month's meeting
 - v. **Action:** Kent to provide a contact for obtaining census data
 - vi. **Action:** Kent to check on whether Housing Commission input is still needed/accepted on Main St project
 - vii. **Action:** Carolyn will clean up 2025 workplan gantt chart and create list of ongoing projects; team to review and respond/add questions as needed
- b. Discussion: Town Showcase Opportunity
 - i. Essex Town Showcase & Soup Night on Monday March 3 provides an opportunity to connect with the public
 - ii. Attendees agreed the Housing Commission would participate; at minimum Anna and Lauren will attend and prepare materials
 - iii. **Action:** Anna will submit request to participate/table and will invite Rupesh to participate

6. **MEMBER AND STAFF UPDATES**

- a. No member and staff updates were provided.

7. **AOB**

- a. There was no other business.

8. **ADJOURN**

Lauren motioned to adjourn the meeting; Carolyn seconded. The motion passed 3 – 0. The Chair adjourned the meeting at 4:00 PM.

Minutes submitted by Carolyn Ellenberger, Clerk.