

# TOWN OF ESSEX HOUSING COMMISSION MEETING MINUTES

**Tuesday, July 1, 2025**

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

**Administration and Staff:** Kent Johnson (Town Planner)

**Guests:** Brittany McGregor (Town of Essex)

- Call to Order
- Election of Officers
- Agenda additions/changes
- Approve Agenda
- Public to be heard
- Approve minutes from June 3, 2025 meeting
- Business Items
  - Housing Needs Assessment Update Discussion
  - Review of Work Plan
  - Member and Staff Updates
- Reading File
  - Email from resident
- Adjourn

## **1. CALL TO ORDER**

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

## **2. ELECTION OF OFFICERS**

Housing Commission members agreed to remain in current roles for the upcoming year (Chair: Anna; Vice-Chair: Lauren; Clerk: Carolyn) and reassess at next year's election.

## **3. AGENDA ADDITIONS/CHANGES**

There were no additions or changes to the agenda.

#### **4. PUBLIC TO BE HEARD**

No members of the public were present.

#### **5. APPROVE MINUTES FROM JUNE 3, 2025 MEETING**

The minutes from the June 3, 2025 meeting were approved.

#### **6. BUSINESS ITEMS**

##### **a. Housing Needs Assessment Update Discussion**

- i. Housing Commission members previously discussed a need to update the Essex Housing Needs Assessment; today's discussion was to consider a plan and timeline for updates
- ii. The HC agreed to first review the plan to determine if an update is needed. What information is missing from the current version and what questions would be answered in an updated version?
- iii. If funding is to be requested to support updates by a consultant, aim to submit budget request before September as part of annual budget planning
- iv. Discussion continued below as part of the Work Plan Review

##### **b. Review of Work Plan**

- i. Comprehensive data review is currently in progress, Lauren will continue to work on it; data gathered could feed into Housing Needs Assessment
- ii. For the Housing Needs Assessment, HC members will focus on identifying goals and unanswered questions
  1. **Action**: All HC members to review Essex, neighboring municipalities, and Vermont Housing Needs Assessments for discussion at the August meeting (Carolyn to send links)
  2. **Action**: Lauren and Carolyn to meet and consider goals and questions to answer, for discussion at the August meeting
- iii. Zoning Regulation Updates remain a high priority; **Action**: Noah to connect with Kent for marked up word document and continue to highlight recommended changes

- iv. Housing Resources website activity to be moved to Ongoing List for maintenance as needed
- v. **Action**: Carolyn to update Work Plan on Google Docs

c. Member and Staff Updates

- i. **Action**: Brittany to confirm whether Rupesh reapplied for Housing Commission membership
- ii. Budget previously requested for items such as tabling materials and conference attendance was more than the department can support and would need to be submitted by September as part of the annual budgeting process; **Action**: Noah to assemble list of upcoming tabling opportunities, including Essex Community Day (Sept 20) and Essex Farmer's Market
- iii. **Action**: Brittany to register the Housing Commission for Essex Community Day

7. **READING FILE**

a. Email from a resident

- i. No action/response needed from the Housing Commission
- ii. The Housing Commission will consider the resident's proposal

8. **ADJOURN**

The Chair adjourned the meeting at 3:55 PM.

Minutes submitted by Carolyn Ellenberger, Clerk.