

TOWN OF ESSEX HOUSING COMMISSION MEETING MINUTES

Tuesday, October 21, 2025

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

Administration and Staff: Brittany McGregor (Town of Essex)

Guests: Cheryl Van Epps

1. Call to Order
2. Agenda additions/changes
3. Public to be Heard
4. Approval of Minutes
 - Approve minutes from September 2, 2025 meeting
5. Business Items
 - Debrief Community Day
 - Prep for Selectboard meeting and review of draft memo
 - Discuss upcoming schedule/scheduling needs
 - Discuss and possibly provide feedback to Selectboard on draft Handbook for Boards, Committees & Commission Members and their Staff Representatives
6. Member and Staff Updates
7. Adjourn

1. CALL TO ORDER

Anna called the meeting to order at 3:00 PM.

2. AGENDA ADDITIONS/CHANGES

There were no additions or changes to the agenda.

3. PUBLIC TO BE HEARD

Cheryl Van Epps, Essex Town resident, was present.

4. APPROVE MINUTES FROM SEPTEMBER 2, 2025 MEETING

The minutes from the September 2, 2025 meeting could not be approved since a quorum of September meeting attendees was not present. September meeting minute approval will be sought at the November meeting.

5. BUSINESS ITEMS

- a. Debrief Community Day
 - i. Agenda item postponed to the November meeting to include Lauren and Noah in the discussion
- b. Prep for Selectboard meeting and review of draft memo
 - i. Housing Commission members (Anna and Carolyn are confirmed, others welcome to attend) will attend the November 3 Selectboard meeting to discuss our progress and goals and how we can support their housing-related goals
 - ii. Attendees reviewed the draft memo to be submitted to the Selectboard in advance of the November 3 meeting
 - iii. **Action**: Anna will submit an updated memo to Brittany to submit to the Selectboard by the end of the week
- c. Discuss upcoming schedule/scheduling needs
 - i. Some Housing Commission members have work conflicts during the regularly occurring first Tuesday of the month 3-4pm meeting; members will consider alternate days and times
 - ii. **Action**: Anna will poll Housing Commission members via email to find a workable time starting with November 4 meeting
- d. Discuss and possibly provide feedback to Selectboard on draft Handbook for Boards, Committees & Commission Members and their Staff Representatives
 - i. Attendees reviewed the revised draft and provided feedback for Brittany to submit, including a request for more advance notice when attendance is requested at non-regular recurring meetings
 - ii. **Action**: HC members to submit any final comments to Brittany by October 24, 2025

6. MEMBER AND STAFF UPDATES

- Lois has joined as a member of the Housing Commission. Welcome, Lois!

7. ADJOURN

The Chair adjourned the meeting at 4:00 PM.

Minutes submitted by Carolyn Ellenberger, Clerk.