

## Town of Richmond Housing Committee Notes

Date: Thursday, January 14, 2021

Time Started: 7:32p

Time Ended: 8:29p

**Ravi Venkataraman** (Host)

Present: **Virginia Clarke, Carole Furr, Mark Hall, Sarah Heim** (Chair), **Miranda Lescaze, Zachary Maia, Ruth Miller, Connie van Eeghen**

Guest: xx

Absent: Andrew Mannix, Jackie Pichette

Quorum is 5; 5 votes to pass any motion

Recorded by MMCTV

1. Welcome
2. Adjustments to the Agenda
  - a. None
3. Approval of December 14, 2020 meeting minutes
  - a. Miranda Lescaze moved to approve; Mark Hall seconded.
  - b. Yea: Carole Furr, Mark Hall, Sarah Heim, Miranda Lescaze, Zachary Maia, Connie van Eeghen
  - c. Abstained: Ruth Miller
4. Review of Municipal Planning Grant and Coordination needed with Housing Needs Assessment
  - a. Ravi reviewed the Municipal Planning Grant, including the Request for Consultant and a Draft Work Calendar
    - i. Work Calendar is a hypothetical document; likely to be changed by Consultant
    - ii. RFQ review:
      1. Mark: noted some strikeouts; will we meet with the finalists or determine a choice based on materials?
        - a. Ravi: it depends on the process and the wishes of the committee. A working group could meet with the finalists as an option.
      2. Miranda: is there a current list of potential consultants?
        - a. Ravi: yes.
      3. Connie: could the RFQ explicitly reference and include the recently approved committee charge?
        - a. Ravi: yes.
      4. Ravi: Will update/finalize RFQ to send out this week, with startup of consultant by April 1
        - a. Would like a working group to review responses: Sarah Heim, Mark Hall, Zachary Maia
    - iii. Housing Needs Assessment
      1. Ravi: how to coordinate with MPG
        - a. Sarah: during Covid, how will we get local concerns identified
          - i. Ravi: will conduct local concerns meetings virtually; will need assistance to raise awareness and participation
5. Review of Current Status of Housing Needs Assessment
  - a. Housing availability assessment has been started using various sources with local housing data and demographics; currently in progress with:
    - i. Gathering data since 2018
    - ii. Continued work through different sections: Andrew Mannix, Miranda Lescaze, Mark Hall, and Zachary Maia
    - iii. Updated product to go to consultant for additional work, which will help that person focus on the harder to assess areas, and deeper understanding of "why" questions.
      1. Ravi: feel free to ask consultant for specific help or focus
      2. Mark: the ramifications are the important outcomes to get from consultant
      3. Sarah: has Internet broadband access data; will send to working group
    - iv. Working group will share updated report with committee for next meeting

- b. Community housing survey
  - i. Link: [https://docs.google.com/document/d/1DsDh6rsfnJ2BYNuiZKKbYLFivZ\\_hNzOUWF45JbUHe5M/edit](https://docs.google.com/document/d/1DsDh6rsfnJ2BYNuiZKKbYLFivZ_hNzOUWF45JbUHe5M/edit)
  - ii. Virginia: We should decide how to distribute it (directly to Senior Center and WSBA for both business owners and their employees; FPF, Richmond and others, maybe with a link to the town website; other ways?)
  - iii. When is the best time to conduct a survey on housing? There's a lot going on with Planning Commission committee groups, biking/transportation queries, Sewer Expansion, Town Meeting is cancelled... and then there's a pandemic.
    - 1. Virginia: get the consultant's opinion?
    - 2. Mark: could conduct now, and repeat in a year?
    - 3. Ravi: likely to get a good response based on the value the community gives to the topic
    - 4. Ruth: there was a survey on how covid is affecting survey by Champlain Housing Trust for its residents; data may be available?
      - a. Miranda: will find out if the results are available
      - b. Connie: consider reviewing survey items for inclusion in ours
  - iv. Connie: Committee members are welcome to make further comments before next meeting
  - v. Virginia: will ask Town Planner in Hinesburg (Alex) about alternative surveys
  - vi. Ravi will get input on our draft survey from Chittenden County Regional Planning Commission, Regina Mahoney
- 6. Other Business, Correspondence, and Adjournment
  - a. Zoom accounts for next meeting may be overbooked: Feb 8 may not be possible to hold
    - i. Sarah will check with Andrew and Jackie about Thursday, Feb 11 as an alternate
  - b. CCRB "Essentials Training" on land use in Vermont will be on July 27 at 7 - Ravi
    - i. More details coming; registration capped at 12
    - ii. Will be recorded for later viewing
  - c. Agenda for next meeting
    - i. Housing Needs Assessment update
    - ii. MPG Consultant hiring update
    - iii. Overview of January's "Enabling Better Places" workshop – Zachary/Virginia/Sarah
  - d. Motion for Adjournment: Connie van Eeghen
    - i. Seconded: Miranda Lescaze
    - ii. Unanimously approved

Recorded by: Connie van Eeghen