

NORWICH PLANNING COMMISSION
AFFORDABLE HOUSING SUBCOMMITTEE
Meeting Minutes

Monday, July 16, 2018, Tracy Hall

Regular Meeting

Members Present: Manganiello, Hybels, Lubell, Shepherd, Goodrich

Members Absent: Moffatt

Acting Secretary: Hybels **Others/Public:** Rod Francis, Planning and Zoning Director

Ralph Hybels, Chair, called the meeting to order at 5:05 PM.

1. **Agenda** – Approved, with amendment to move receipt of letter from Stuart Richards from announcements and correspondence to item 6, regarding \$45,000 affordable housing fund
2. **Comments from the Public** – None
3. **Minutes** – 4-30-18 minutes were approved unanimously.
4. **Announcements, Reports & Correspondence** –
 - a. None discussed here – see item 6
 - b. Updates
 - i. Election of Officers
Consensus was to elect officers in the future each May. Town Meeting in March elects a new Selectboard, which appoints members of the Planning Commission in April, making May an appropriate time to elect officers for this subcommittee. This being July, it was decided that officers should be elected now, since no election was held in May.
 1. Ralph Hybels was re-elected Chair by unanimous vote.
 2. Kathleen Shepherd was elected Secretary by unanimous vote, with the understanding that she will seek a substitute when necessary.
 - ii. Status of Town Plan
Rod Francis reported that the Town Plan was adopted on July 11, 2018 by the Selectboard and went into effect immediately. It will not expire until 8 years after adoption.
5. **Affordable Housing Education Series**
 - a. Jeff Lubell reported that the Planning Commission has had five ‘Listening Sessions’ and that the next step is a series of ‘Educational Sessions’. The Session 1 will be August 7th at 7pm, with Martin Hahn of the Vermont Housing and Conservation Board and Andrew Winter of Twin Pines, regarding opportunities to tap federal and state resources.

Session 2 will probably occur in September and will focus on facilitating affordable housing via private markets.

Session 3, likely occurring in October, will focus on expanding the stock of accessory dwelling units in Norwich.

A possible Session 4 may focus on alternative septic solutions, tax implications of affordable housing development, and lessons that may be drawn from the ‘Brattleboro experience’ regarding accessory dwelling units.

6. \$45,000 Affordable Housing Fund

- a. As reported by Jeff Goodrich, a \$45,000 revolving fund to advance affordable housing in Norwich was approved by the town's voters in 2012, with the proviso that if not used the funds were to be returned to the General Fund in 5 years. Thus, those monies were returned to the General Fund July 1, 2018.

Francis reported that there is a movement to reinstate the \$45,000 as a revolving fund, but with no 'sunset' provision. Those present agreed that there is a need to clarify the definition of a revolving fund in this case. Goodrich reported that the Selectboard would like to hear from this committee as to how any such fund should be administered and controlled. He suggested that the State Revolving Fund (SRF) for utilities might be a suitable model. Francis said he would research this issue and members agreed it would be a suitable topic for future meetings.

- b. Letter from Stuart Richards, received and incorporated into committee records

7. Setting Goals for the Affordable Housing Committee

- a. Consensus to continue this discussion at future meetings. Lubell emphasized the need to define deliverables and objectives.

8. Other Business - None**9. Comments from the Public - None**

Adjournment: 6:05 PM

Ralph Hybels, Acting Secretary

APPROVED 8-13-18

Affordable Housing Subcommittee Agendas and Minutes available at:

<http://norwich.vt.us/Affordable-Housing/>