

Town of Londonderry, Vermont

Housing Needs Assessment Committee Meeting Minutes

DRAFT

Thursday, September 15, 2022 – 3:00 PM

Meeting held remotely online and with a physical presence at the Londonderry Town Offices,
see information below

In Attendance

**Committee Members: Patty Eisenhour, Melissa Brown, Paul Abraham, Maryann Morris,
Sharon Crossman (alternate)**

Other Participants: Nancy Jensen, Shane O'Keefe

From Camoin Associates: Rachel Selsky, Stephan Houdlette, Dan Stevens

1. Call Meeting to Order
 - a. Meeting brought to order @ 3:04pm
2. Additions or Deletions to the Agenda [1 VSA 312(d)(3)(A)]
 - a. None.
3. Committee organization
 - Elect Chair, Vice Chair and Secretary
 - Melissa made a motion for Patty Eisenhour to be Chair, Paul Abraham to be Vice Chair and Maryann Morris to be Secretary, Paul seconded. All were in favor, motion passed.
4. Kick-off discussion with Housing Needs Assessment consultant
 - a. Timeline presentation from Camoin Associates
 - b. Discussion and Questions
 - i. Discussion on our definition of community regarding this project.
 - ii. Discussion of interim reports and how they are shared.
 - iii. Question on short term rentals - will be part of data analysis.
 - iv. Discussion on unique aspects of Vermont real estate including homestead versus non homestead.
 - v. Discussion about what we need to do to prepare for stakeholder interviews and community survey.
 - vi. Discussion about how to introduce this topic into the community if they are aware of this project.
 1. Camoin will send examples of past press releases for us to model a press release.

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- vii. Discussion about Camoin's need for Bylaws and Main Street Master plan.
 - 1. Sharon will send materials.
 - c. Discussion about stakeholder candidates.
 - i. Camoin will provide guidance
 - d. Designate A Point Person To Be In Contact With On emails etc.
 - i. [Patty Eisenhaur](#).
 - e. Project management bi weekly project management call
 - i. [Patty Eisenhaur](#) and Paul Abraham.
5. 4:10pm Camoin Group left the meeting.
6. Other matters
- a. Shane will send information on Open Meeting Laws and a template for minutes.
 - b. Do we need to meet using Teams or can we use another medium?
 - i. Patty will find out if we can use another medium.
 - c. Patty will work on a press release and send it to Shane for approval, press release will be sent to Chester Telegraph and posted to Londonderry forum.
7. Schedule next meeting
- a. Oct 20, 3pm Town Offices and online.
8. Adjournment
- a. Paul motions to adjourn, Melissa seconds all are in favor, **Adjourned at 4:30pm.**

Respectfully Submitted,

Maryann Morris

Approved on: _____

Town of Londonderry Housing Needs Assessment

Project Kickoff Call Notes | 9/15/2022

Key: **Camoin Action Items** **Committee/Town Action Items**

- **Introductions**

- **Review scope and schedule**
 - **Schedule review (attached)**
 - **Question regarding study geography:**
 - Discussed that the final results of the study will be for the Town of Londonderry but demand factors from surrounding region would be analyzed as part of the study
 - **Camoin will provide a brief geographies memo outlining the proposed geographies to be used in the housing analysis**
 - **Interim reports:**
 - Camoin advised that preference is for work-in-progress drafts not be shared publicly.
 - **Shane will look into whether interim work products would need to be made publicly available**
 - **Short Term Rentals Discussion:**
 - Camoin advised that this will be addressed in the supply analysis through AirDNA data
 - **Public Engagement:**
 - Discussed that interim meeting would be with the committee and would not serve as a public workshop. Camoin is open to discussing facilitating a public workshop as a contract amendment.
 - Discussed value of a press release about the project and decided it was a good idea. **Camoin to provide examples from past projects to the committee.**

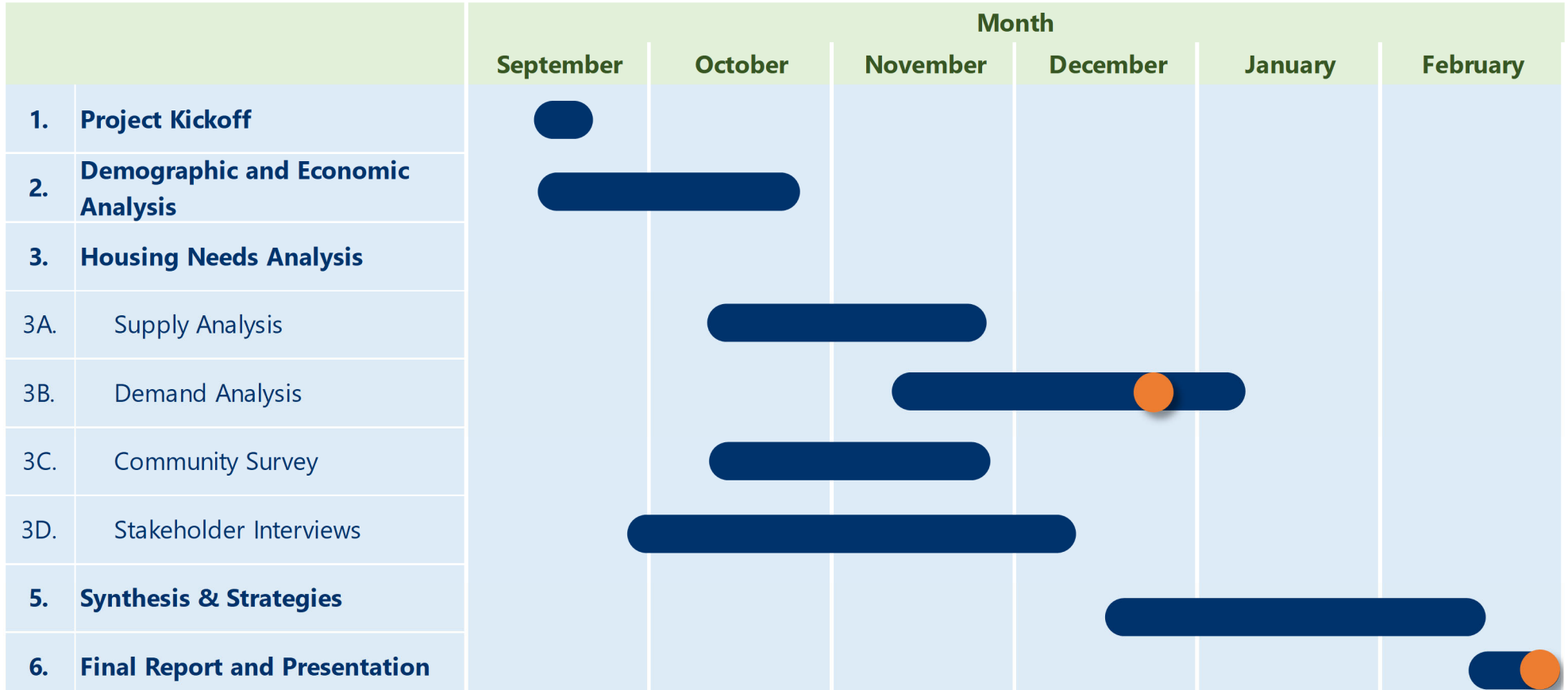
- **Stakeholder interviews**
 - **Camoin to provide guidance on the types of stakeholders that would be a good fit for interviews**
 - **Committee members to then begin identifying potential stakeholders**
 - After prioritizing and selecting interviewees, committee members to help facilitate introductions with Camoin team

- **Information needs**
 - Camoin advised on information needs that will require Committee Assistance including tax assessment data and home sales data
 - **Camoin to provide an "information needs" memo outline specific data and guidance on how to gather**

- Committee members to then pass along information requests to appropriate entities/individuals

- **Project management**

- Decided that Patty and Paul would serve as primary point people for communications and pass along updates and relevant information to committee members
- Camoin staff to have regular half-hour check-in calls with Patty and Paul. Dan Stevens to coordinate with Patty and Paul on best day/time.
- Decided that committee will have a regular standing meeting once per month beginning October 10, 2022 at 3:00PM
- Camoin to send calendar invite for this virtual meeting



 In-Person Site Visit