

**TOWN OF NORTHFIELD, VERMONT**  
**NORTHFIELD HOUSING SUBCOMMITTEE**  
**(FORMERLY KNOWN AS THE NORTHFIELD HOUSING TASK FORCE)**  
**Meeting Minutes of May 26, 2023**

**I. ROLL CALL.** Economic Development Director Tom Davis, Committee Members Erin Hicks-Tibbles, Lydia Petty, Blake Pierson, Michael Krause, Danielle Pelczarski, and Megan Roush. Also in attendance were Mitch Osiecki (Northfield Zoning Administrator) and guest Kevin Camisa.

The meeting was called to order at 2:00 p.m.

**II. PUBLIC PARTICIPATION (Scheduled): None**

**III. APPROVAL OF MINUTES**

The minutes of the previous meeting on May 12 were approved by unanimous vote.

**IV. DISCUSSION:**

a. Election of Chair and Secretary

Discussion took place regarding the functions of the chair and secretary prior to electing the positions. It was agreed that the chair would set the agendas and run the meetings. The secretary will be responsible for taking notes at the meetings and posting the minutes within 5 days of the meeting.

The subcommittee voted unanimously to elect the following:

Chair: Erin Hicks-Tibbles

Secretary: Megan Roush

b. Missing Middle-Income Program Update – Megan Roush

Ms. Roush, who works for the Vermont Housing Finance Agency (VHFA) provided an overview of the [Missing Middle-Income Homeownership Development Program](#) which reopened with new applications to the program open through July 14, 2023.

Ms. Roush also reviewed and took questions about the following components of the program:

- [Program Guidelines](#) – the description of how the program works, who can apply for the program, and the restrictions on eligible home buyers and eligible homes.
- [Application](#) – the application developed for the Missing Middle program.
- [Development Budget](#) – the pro forma developed for the Missing Middle program.

c. Review and discussion of subcommittee focus and tasks

This part of the meeting was postponed until the next meeting because of time constraints.

d. Other Matters

Ms. Petty brought up a memo from the Vermont Agency of Human Services seeing interest in resources and support for the [2023 Homeless Response Efforts](#). The group discussed the primary challenge of our community's lack of solid metrics regarding the homelessness issue in Northfield. Ms. Petty and Mr. Davis agreed to work with Select Board member Merry Shernock on drafting a letter of interest to learn more about the program.

**V. ADJOURNMENT.** The subcommittee adjourned at approximately 3:34 pm.

Respectfully submitted,

*Thomas G. Davis*

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Economic Development Director