

Committee Meeting Minutes

Committee Name: Montpelier Housing Committee

Date: Tuesday, October 7

Time: 6:30–8:00 p.m.

Location: Montpelier Senior Center & Zoom

Chairperson: Alyssa Schuren

Minute Takers: Ben Doyle & Dan Wheeler

Attendance

Present: Alyssa Schuren, Dan Coppock, Alexandra Halasz, Tim Heney, Lauren Hierl, Ben Linder, Sandy Vitzthum, Dan Wheeler, Jim Sheridan (District 3 Councilor), Cary Brown (District 3 Councilor), Ben Doyle (District 1 Councilor), Matt Jelacic (Montpelier Community and Economic Development Specialist)

Absent: Sean Sheehan

Meeting Summary

Jim Sheridan called the meeting to order at **6:36 p.m.**

Committee members introduced themselves.

Committee Structure

Jim Sheridan asked whether any members preferred to serve as alternates (the committee structure proposed by City Council was seven members with two alternates).

The group reached consensus that all members would serve as **full members**, and the Committee will recommend to Council that the total number of members be increased to **nine**.

Election of Officers

- **Chair:** Alyssa Schuren expressed interest in serving as Chair, citing previous experience leading the Montpelier Police Review Committee.
 - *Motion:* Lauren Hierl nominated Alyssa Schuren to serve as Chair; Dan Coppock seconded.
 - *Vote:* Motion unanimously approved.
- **Vice Chair:**

- *Motion:* Tim Heney nominated Lauren Hierl to serve as Vice Chair; Sandy Vitzthum seconded.
- *Vote:* Motion unanimously approved.
- **Secretary:**
 - *Motion:* Alyssa Schuren nominated Dan Wheeler to serve as Secretary; Lauren Hierl seconded.
 - *Vote:* Motion unanimously approved.

Meeting Length

The Committee agreed that the next meeting will last **90 minutes**, with future meeting lengths to be determined on a case-by-case basis.

Council Roles

Council members will participate in meetings in a **liaison capacity** and will not serve as voting members. Council liaisons will report back to the City Council to ensure alignment between Council and Committee goals.

Meeting Norms

The Committee discussed adopting the **City Council's Rules of Decorum** (as outlined in the City Council Handbook) as a foundation for group norms, to be augmented as needed.

Housing Trust Fund

Questions were raised about the **Housing Trust Fund**, including its balance, grant-making protocols, and authority. Existing guidance will be shared with the full Committee.

Committee Goals

Members agreed that there should be a period of “**level-setting**” through shared reading materials before establishing specific goals.

Term Length

There was general agreement that **two-year terms** were appropriate to reflect the arc of the Committee's future work.

Reference Materials

Several housing-related documents were identified to inform the Committee's work and will be distributed, including:

- Draft Montpelier Housing Assessment
- Housing Implementation Plan, Montpelier City Plan
- Montpelier City Council Housing Strategic Goals
- Previous Housing Committee Recommendations for the City Plan

Presentation

Pamela Sonn provided a presentation on the highlights of the **Draft Housing Assessment** recently completed by the **Central Vermont Regional Planning Commission**.

Volunteer Assignments

Committee members volunteered to research and report back on the following topics:

- **Dan:** Montpelier Housing Trust Fund – history, funding, successes, challenges, and protocols
- **Alyssa:** Interviews with former Committee members to understand their experiences and recommendations
- **Ben Linder:** Harvard Joint Center for Housing Studies – *Homeownership Rates & Household Growth 2025–2035*
- **Sandy:** Unofficial Housing Survey
- **Sandy:** Essay on market-based development models
- **Dan, Alex, Matt:** Mapping financial access related to Montpelier housing
- **Tim:** Impact of affordable housing on the municipal tax base

Next Meeting

Date: Tuesday, November 4

Time: 6:00 p.m.

Location: (confirming availability) Montpelier Senior Center

Meeting adjourned at 7:58 p.m.

Minutes prepared by: Ben Doyle and Dan Wheeler

Date: October 9, 2025