

Committee Meeting Minutes

Committee Name: Montpelier Housing Committee

Date: Tuesday, November 4

Time: 6:00–7:30 p.m.

Location: Montpelier Senior Center & Zoom

Chairperson: Alyssa Schuren

Minute Takers: Dan Wheeler

Attendance

Committee Members Present: Alyssa Schuren (Chair), Lauren Hierl (Vice Chair), Dan Wheeler (Secretary), Dan Coppock (Zoom), Alexandra Halasz, Tim Heney, Ben Linder, Sean Sheehan and Sandy Vitzthum

Absent: All Committee members present

Councilors & City Staff: Cary Brown (District 3 Councilor), Matt Jelacic (Montpelier Community and Economic Development Specialist)

Meeting Summary

Chair called the meeting to order at **6:06 p.m.**

Committee reviewed previous minutes from October 7, 2025 and approved them.

Committee Operating Norms

Alyssa reviewed the proposed committee operating norms and asked the committee members if they would like to accept them. Cary suggested that, as a means of enforcement, that committee members take it upon themselves to hold each other accountable for these expectations.

- *Motion:* Sean Sheehan moved to adopt the norms as proposed; Ben Linder seconded.
- *Vote:* Motion unanimously approved.

CVRPC – presentation by Pamela Sonn

Lauren Herl summarized the ongoing assembly of the Montpellier Housing Assessment, produced by CVRPC. Pamela Sonn presented the recent stake holder interviews and requested that the committee members review this document and that they respond by

November 18th with feedback or questions, so that this may be compiled and shared back with the committee by December 2nd.

Public Comment

Stephen Whitaker recommended that ORCA Media record the meetings to provide more accurate recordings. Stephen also cautioned that details within the RFQ for the Country Club Road development may differ from the HUD requirements that dictate how housing may be developed, regarding income levels served.

Priorities

Role of the committee and committee priorities, in relation to City Council was discussed. Shall the committee's priorities be internally articulated, or will they come from the City Council? The role of the committee in regards to the Housing Trust Fund, and revisions to the City Plan is clearly defined within the committee charge.

Level Setting/ Reference Materials

Past data and other reference materials were presented by committee members as a means to get every member on the same page and to enable progress moving forward.

Priorities

Priority setting was moved to the next meeting.

Next Steps

- December 2nd meeting will be a 2-hour meeting (6:00-8:00pm) to give adequate time to complete discussion and decision making around Priorities.
- Committee members to respond to CVRPC questions by **November 18th**.

Next Meeting

Date: Tuesday, December 2

Time: 6:00 p.m.

Location: likely Montpelier Senior Center (Chair will reach out and confirm)

Meeting adjourned at 7:36 p.m.

Minutes prepared by: Dan Wheeler

Date: November 7, 2025