

Committee Meeting Minutes

Committee Name: Montpelier Housing Committee

Date: Tuesday, December 2

Time: 6:00–8:00 p.m.

Location: Montpelier Senior Center & Zoom

Chairperson: Alyssa Schuren

Minute Takers: Dan Wheeler

Attendance

Committee Members Present: Alyssa Schuren (Chair), Dan Wheeler (Secretary), Dan Coppock, Alexandra Halasz, Tim Heney, Sean Sheehan and Sandy Vitzthum

Absent: Lauren Hierl (Vice Chair), Ben Linder

Councilors & City Staff: Cary Brown (District 3 Councilor) (zoom), Ben Doyle (District 1 Councilor), Jim Sheridan (District 3 Councilor), Matt Jelacic (Montpelier Community and Economic Development Specialist)

Meeting Summary

Chair called the meeting to order at **6:02 p.m.**

Committee reviewed previous minutes from November 4, 2025 and approved them.

Public Comment

Stephen Whitaker recommended that the committee meetings be recorded, and that the committee documents be more public facing. Alyssa confirmed that these items are currently underway. Stephen also again cautioned that the unit requirements within the RFQ for the Country Club Road (CCR) development may differ from HUD requirements, regarding income levels served. Stephen also warned that Phase II Environmental Assessment at CCR has not been completed, and is a necessary component of any future redevelopment.

Data Sharing

Sandy Vitzthum presented her work around assessing development trends in Vermont, and funding opportunities for development of smaller footprint homes and lot sizes.

CVRPC Presentation

Christian Meyer and Lory Banbury presented the Montpelier Housing Assessment Survey Feedback and Related Data. This document summarizes the survey feedback and breaks it down into 13 major themes.

Setting Priorities

The committee reviewed a Priorities spreadsheet that included the following priorities:

- Set Units Goal for Committee
- Establish Hierarchy of desired Development
- ID and Address City-Level Regs Creating Barriers
- Assess, Package City-Level Housing Initiative
- Support Housing City-Owned Properties
- Adopt New Policies to Promote Housing
- Fund Housing Trust Fund
- Advocate for Redevelopment

The committee agreed that this list adequately captured the priorities, and committee members chose individual topics to focus on.

City Budget

The committee was made aware that input for the current City budget is imminently due. As such, a proposal was presented.

- *Motion:* Alyssa Schuren proposed the committee vote recommending to the city that the Housing Trust Fund be fully funded at \$250,000.
- *Vote:* Motion passed, with 5 approved, 1, opposed, 1 abstained
- *Counter Proposal:* Tim Heney proposed recommending \$100,000 in recognition of the anticipated budget challenges.
- *No Motion.*

The committee discussed the potential of development fee increase as a proposal in this budget round. Recognizing the message an increase could send to potential development, a proposal was presented.

- *Motion:* Alyssa proposed the committee vote recommending to the city that there be a freeze on any development fee for this budget year.
- *Vote:* Motion passed unanimously

Dan Coppock suggested that the committee communicate to the City Council that they be aware of the need for a potential budget item related to the forthcoming CVRPC report. (e.g. a market study)

Next Meeting

Date: Tuesday, January 6

Time: 6:00 p.m. – 7:30 p.m

Location: Montpelier Senior Center

Meeting adjourned at 8:09 p.m.

Minutes prepared by: Dan Wheeler

Date: December 3, 2025