

## Williston Housing Committee Charge

1. **Purpose:** The Williston Housing Committee's purpose is to further the goal of providing housing in Williston that is affordable to households across a broad range of income levels, including people with low- and moderate-income levels (affordable housing). The Committee has an advisory role concerning the use of the Housing Trust Fund. The Committee will advise the Planning Commission concerning housing policy for land use and will take an active lead in delivering community engagement and outreach regarding housing issues. This charge shall serve as a guide for the Housing Committee as it completes its work.
2. **Background:** Providing affordable housing has been an important element of the town's planning program for some time. Providing affordable housing is currently incentivized in the town's residential growth management system and a portion of wastewater allocation is reserved for affordable housing. However, the town has had mixed results from past and current efforts in achieving the goal of ensuring that housing will be available for people across all income levels. Because of this, the Selectboard decided several years ago the town should be taking a more active role in stimulating and supporting the development of affordable housing.

The Selectboard established an Affordable Housing Task Force in October 2012 to consider and make recommendations on implementing the town's affordable housing goals. The Task Force submitted a report to the Selectboard in February 2014 with several recommendations, including a recommendation to establish a Housing Trust Fund. This Fund was established by Ordinance in 2017. The Housing Trust Fund Ordinance states the need to establish a Housing Trust Fund Advisory Board to assist in administration of the fund.

The Housing Committee shall carry out such a function along with other duties and responsibilities.

### 3. **Membership**

The Committee shall consist of not less than seven and not more than nine people knowledgeable about affordable housing issues and the Williston housing market. The Committee should, if possible, include a diversity of members reflective of the community while including members of historically underrepresented groups as well as people with expertise in the complex issues associated with housing. Membership should strive to include:

- One representative from the Planning Commission

- At least one member from a housing non-profit organization
- At least one private sector landlord and/or housing developer
- At least one renter of affordable housing
- Other members may include local housing builders, Williston residents, and/or local housing finance experts.

Members shall be appointed by the Selectboard for staggered terms of three years. Staff support will be provided by the Energy and Community Development Planner and the Planning Director as needed.

#### **4. Charge**

The Housing Committee shall have the duties and responsibilities as listed below, which may be revised or amended from time to time by the Selectboard. The Town Manager retains authority over administrative matters relating to the Housing Committee and the Housing Trust Fund and any staff or consultants who assist in the Committee's work and/or the Administration of the Fund, and the Selectboard retains authority on policy issues.

- 4.1 Make recommendations for use of the Housing Trust Fund, including the establishment of one or more permanent funding programs.
- 4.2 Monitor program activities including compliance with affordability provisions.
- 4.3 Prepare and submit to the Selectboard an annual report of the accomplishments and activities of the Committee.
- 4.4 At the direction of the Planning Commission, serve an advisory function concerning housing policy as a component of land use policy.
- 4.5 Develop an annual work plan in coordination with the Planning Commission and Planning Director.
- 4.6 Assist in periodic housing needs assessments.
- 4.7 Develop and implement community engagement and outreach opportunities related to housing issues.
- 4.8 Develop partnerships with developers, non-profits, state agencies, and social service organizations to advance the community's housing goals.

4.9 Research and make recommendations on actions the town can take to attract partnerships and funding from outside sources to support the development of housing projects affordable at 50% median income and below.

5. **Officers:** Officers of the Housing Committee shall consist of a chairperson and vice-chairperson selected annually by a majority vote of the committee. This vote will take place at the first meeting after the start of the fiscal year (July 1st).


**Chairperson:** It will be the duty of the Chairperson to preside at all meetings of the committee, to appoint sub-committees and to call special meetings of the committee when needed. The Chairperson shall also serve as the liaison between the Committee and the Planning Commission. A Town staff member identified to support the Committee will prepare an agenda in consultation with the Chairperson for distribution to the committee members prior to each meeting.

**Vice Chairperson:** The vice-chairperson will perform the duties of the chairperson in the latter's absence.

6. **Sub-Committees:** The Housing Committee may form and appoint Sub-Committees on an as needed basis.

Adopted by the Williston Selectboard on June 28, 2023

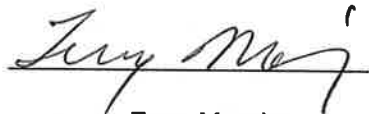
**Williston Selectboard**



Ted Kenney, Chair



Jeanne Jensen



Terry Macaig



Mike Isham



Greta D'Agostino