

**Town of Long Island**  
**Year-Round Housing Application and Selection Committee**  
**Minutes, November 11, 2008**  
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Meeting called to order 7:05 pm.

Present (\*=voting member): John Billings\* (Co-Chair); Newell Stewart\* (Co-Chair); Sandie Scheurman\* (Secretary); Robin Clarke\*; Lorinda Valls\*; Mary Nanos; Mark Greene (Housing Administrator); Kate Power (Island Institute Fellow)

**Minutes:** 10-15-08 minutes were accepted unanimously.

**YRHASC Bylaws:** Bylaws amended in meeting of 10-15-08, (changing quorum from five to three) were signed by all committee members. Newell Stewart will deliver a signed original to Town Hall for the file.

**Election of YRHASC Officers:** Sandie Scheurman moved that all current officers maintain their status for another year. Robin Clarke seconded; **motion to elect officers carried unanimously.**

**Application Packet:** Sandie Scheurman reviewed and numbered various forms proposed for the Application Packet as follows:

- 1 Summary of Progress, revised 11-4-08
- 2 Cover Sheet, proposal dated 11-4-08
- 3 Application & Selection Process, adopted 10-15-08
- 4 Registration Form, proposal dated 11-4-08
- 5 Application, draft dated 6-4-08
- 6 Application, proposal dated 11-4-08
- 7 Pre-Approval of Lease Agreement, no date
- 8 Affordability Statement, proposal dated 11-4-08
- 9 Membership Verification Form, adopted 2-20-08
- 10 Employment Verification Form, adopted 10-15-08
- 11 Point System Summary Sheet, proposed 11-4-08

**1 Summary of Progress:** Provides a status of material development to date. A similar form may serve as a Summary Sheet for the Application Packet. Sandie Scheurman will prepare a proposal for an application packet Summary Sheet for discussion at a future meeting.

**2 Cover Sheet:** This proposed form will assist applicant and committee in verifying completeness of materials submitted. In the Meets Eligibility Requirements section, John Billings suggested removing “intent in alignment with YRHC Mission Statement” as this should be a responsibility of the Trustees, who will verify the intent prior to issuance of a Pre-Approval Lease Agreement. Sandie Scheurman moved that the Cover Sheet be adopted as amended with removal of “intent in alignment with YRHC Mission Statement.” Newell Stewart seconded; **motion to adopt amended form carried unanimously.**

**3 Application & Selection Process:** This form was adopted in meeting on 10-15-08 having previously been the content of Article 12, YRHC Corp Bylaws. Sandie Scheurman stated Item 3 under Eligibility Requirements must be amended to align with the decision of the previous motion. Therefore, Sandie Scheurman moved that “to confirm applicant’s intent is in alignment with YRHC Criteria” is deleted. Robin Clarke seconded; **motion to amend form carried unanimously.**

**4 Registration Form:** The committee agreed this form was not necessary.

**5 Draft Application, and, 6 Proposed Draft Application:** The proposed draft Application omits page one of the draft dated 6-4-08 as application process and eligibility requirements are now addressed in Form 3, Application & Selection Process. Sandie Scheurman moved to accept proposed draft application (#6) in lieu of the previous draft dated 6-4-08 (#5). Robin Clarke seconded; **motion to accept proposed draft (#6) carried unanimously.**

**7 Pre-Approval of Lease Agreement:** The committee agreed this form works as is, however, Mark Greene

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stated he will modify the form given this committee's decision regarding "intent in alignment with YRHC Mission Statement."

**8 Affordability Statement:** The committee agreed this form is necessary and requires development, however, decided to work on the form at a future date.

**9 Membership Verification Form:** The committee agreed this form is complete.

**10 Employment Verification Form:** The committee agreed this form is complete. John Billings questioned definitions of employees under the self-employment section. Sandie Scheurman agreed to scan minutes of previous meetings and summarize for discussion at a future meeting.

**11 Point System Summary Sheet:** The committee agreed this format works, however, the form will not be complete until all selection criteria have been developed. "Voting" of committee members will be completed in confidentiality with a "card down" method and summarized (and discussed, if necessary) afterwards. Sandie Scheurman suggested the committee continue discussion on the point system at a future meeting.

**Selection Criteria:** Robin Clarke opened a discussion of family ties by distributing a summary of thoughts on the subject prepared by Mark Greene dated March 3, 2008. After reading the summary, Sandie Scheurman stated she and others had been against including family ties in the criteria. She stated that for those who do not have family on the island, it seems harsh to be penalized for a situation which is beyond ones control. Alternately, it is undeniable that a network of family and friends on the island contributes to the likelihood for success with long term commitment. Sandie Scheurman moved that weighing of family ties is included in the selection criteria. Robin Clarke seconded; **motion to include family ties carried unanimously.**

Newell Stewart moved that the selection criteria include a discussion of a candidate's general chance of success with the program. Sandie Scheurman seconded; **motion to include chance of success carried unanimously.**

Mark Greene asked committee members to continue to think of additional topics for inclusion in the selection criteria.

Next meetings Wednesday, December 17 & Wednesday, January 21 @ 7 pm. Meeting adjourned 9:05 pm.