

**Town of Long Island
Year Round Housing Application and Selection Committee
Minutes, December 17, 2008
Page 1 of 2**

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

Minutes: John Billings moved to accept minutes of November 11, 2008 meeting. Robin Clarke seconded; **minutes were accepted unanimously.**

YRHC Update: John Billings stated two lots are now available. Robin Clarke stated the Beach Avenue house may be foreclosing in March. Sandie Scheurman asked whether there has been any activity on the Woodman property. She also reviewed the December 10, 2008 summary of items in motion prepared by Mark Greene. She stated Frick Associates performed site evaluations for septic on five properties yesterday and all looked good. Regarding the Town Properties, the committee discussed what strategy will be used in determining which lot to offer and in what order? Robin Clarke stated the Trustees will decide. Lorinda Valls stated the Trustees will also prepare a sales pitch for marketing of each property. Sandie Scheurman will review the process required by the YRHC Corp Bylaws to coordinate a meeting of the Trustees for discussion and action on these topics.

Application Packet: Sandie Scheurman reviewed several additional forms proposed for the Application Packet as follows:

- 0 Summary of Progress, revised 12-10-08
- 1 Application Summary Sheet, proposal dated 12-10-08
- 2 Cover Sheet, adopted 11-11-08, proposal dated 12-10-08
- 7 Pre-Approval of Lease Agreement, revised 12-10-08
- 12 Notice of Application Solicitation, proposal dated 12-10-08

1 Application Summary Sheet: This proposed form would be used to summarize forms required for a complete application. Although the committee agreed this form is useful to an applicant, it was also agreed that development of the application must be completed before adopting the form.

2 Cover Sheet: Although adopted at the last meeting, the proposal seeks to revise the form by adding, "This application has been submitted for the property at: (address). Lorinda Valls moved to accept the addition. Robin Clarke seconded; **motion to revise form carried unanimously.**

7 Pre-Approval of Lease Agreement: This revised form now includes a section on present goals of the program. The committee agreed the revised form works.

12 Notice of Application Solicitation: This proposed form would be used to administer the process. Sandie Scheurman moved to adopt the form. Lorinda Valls seconded; **motion to adopt form carried unanimously.**

Town of Long Island

**Year Round Housing Application and Selection Committee
Minutes, December 17, 2008
Page 2 of 2**

Employment Verification Form: As agreed at the last meeting, Sandie Scheurman reviewed a summary of discussions on this topic from the minutes of previous meetings to satisfy questions about how the committee will use this form. All questions being answered, the committee decided to stay the course.

Selection Process & Criteria: Sandie Scheurman asked that the committee open it's next meeting with a focus toward wrapping up the selection criteria.

Robin Clarke suggested that the Trustees prepare a few mock applications for this committee's use in running through the selection process prior to seeking applications. Sandie Scheurman will follow up with the Trustees on this request.

Next meetings Wednesday, January 21 & Wednesday, February 18 @ 7 pm. Meeting adjourned 9:05 pm.