

**Ordinance Committee**  
**Thursday, March 19, 2026**  
**Bushor Conference Room Conference Room**  
**or Remote via Zoom. Burlington, Vermont**  
**DRAFT MINUTES**

**Members Present:** Councilor Bergman (Chair), Councilor Kane, Councilor Barlow

**Staff Present:** Kim Sturtevant (Assistant City Attorney), Bill Ward (Director of DPI)

**Public Present:** Sharon Bushor, Amanda Clayton, Ben Robke, Ethan Kieffner, Ollie Zwicky, Wendy Koenig

Meeting called to order at 4:31 PM.

**1. Adopt the Agenda**  
**1.1 Adopt the Agenda**

*Motion to Adopt Agenda.*

*Motion by Councilor Barlow, Seconded by Councilor Kane.*

*Final Resolution: Motion Passes*

*Yes: Unanimous*

**2. Adopt Draft Minutes**  
**2.1 Adopt Draft Minutes from March 6, 2026**

*Motion to adopt the draft minutes as drafted with a technical change to combine agenda items 6 and 7 as it was one single discussion.*

*Motion by Councilor Barlow, Seconded by Councilor Kane.*

*Final Resolution: Motion Passes*

*Yes: Unanimous*

**3. Public Forum**

Sharon Bushor: I read the materials for this meeting. Is the university going to inform new students of their right to submit an external complaint to the City? There should be community outreach to students and parents about the process. Some of the housing units at UVM are for professors or other non-students and I hope those units are also inspected. Do the institutions have a training process for facilities staff that will be doing the inspections? What are the guidelines to ensure mold remediation is effective and complete?

**4. University Exemption for Periodic Minimum Housing Inspection Ordinance Discussion**

Nic Anderson (Champlain College) said that the college has two sets of facilities complaint data because the digital system changed during the requested timeframe. The categories were shifted from 30 options to 9 to make the selection easier.

*Amanda Clayton (UVM) went through the materials submitted by UVM to answer the questions posed by the Committee previously. These materials are available in the agenda packet on CivicClerk.*

Bill Ward (Director of DPI) said that managing mold is about managing moisture or water intrusion, and the State of Vermont does not recommend testing mold.

Councilor Bergman said, in response to the letter submitted by UVM dated February 17, that UVM's facilities complaint management system should be able to quantify minimum housing violations on campus. He said that, in looking at the work order data submitted, that there are many heat and mold complaints.

Bill Ward said that a complaint is not necessarily a housing code violation and each complaint is looked into to see if it meets the definitions that the City uses to determine if an issue is a violation.

Councilor Barlow asked who makes the determination at UVM to know if an issue rises to meet the definition of a housing violation.

Councilor Bergman asked if there have been any conversations between the UVM administration and the tenants' union. UVM said yes, there have been conversations.

UVM said that the environmental health and safety team responds within a day for issues of mold, even if the work order stays open for a length of time.

Ben Robke (UVM Student Tenants' Union) said that it is common for the administration to do a temporary fix rather than fully resolve the issue. They continued that they have also had conversations with UVM about the minimum square footage requirements. They said they believe there should be a third category between only a bedroom and a full dwelling.

*Attorney Sturtevant shared the current draft ordinance change. This draft ordinance is available in the agenda packet on CivicClerk.*

Bill Ward suggested adding an additional change after the current redlined portion that self-certification of inspection includes a notification of each student's right to make a housing violation complaint to the City. All councilors agreed.

*Attorney Sturtevant shared the current draft self-certification form for institutional inspections. This draft ordinance is available in the agenda packet on CivicClerk.*

Councilor Barlow said that he wanted to make sure that every room is inspected prior to a student moving in. Councilor Bergman and Bill Ward suggested adding to the self-inspection form that certifies each room was inspected prior to student move in.

Councilor Bergman said that the form should include the number of bedrooms and number of buildings inspected.

Bill Ward said the breakdown of number of rooms, building addresses, and any other detail should be on the supplemental checklist rather than the self-certification sheet.

Councilor Bergman said he would like the second sentence of the self-certification form changed to affirm that the inspections comply with the minimum housing standards rather than just the checklist.

Bill Ward said the intent of the checklist is to ensure everything is checked and to make sure facility services know what they need to repair. He added that with so many buildings it is impossible to keep everything in perfect order. He compared it to how standard rental units can still receive an interim certificate of compliance even with non-life safety issues as long as they are addressed by a given date.

Councilor Bergman said that the ordinance should outline what information is due annually to the City even if it is not a line on the self-certification or checklist. He added that he would like staff to investigate the issue of dorm room categorization as mentioned by the tenants' union.

#### **5. Any Other Committee Business**

Councilor Bergman asked Attorney Sturtevant for a summation of the current work of the ordinance committee going into Organization Day.

#### **6. Adjournment**

*Motion to adjourn by Councilor Bergman, without objection.*

The meeting was adjourned at 6:35 PM.