

**Fiscal Year 2018**  
**Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)**  
**Meeting Minutes**

**Meeting Date/Time:** September 18, 2017 at 1:00 p.m.

**Meeting Location:** Burlington City Hall, 149 Church Street, Third Floor, Parkview Room, Burlington, Vermont

**Present:** Councilor Adam Roof (by phone), Mayor's Office Assistant/Scheduler Jordan Redell, Community & Economic Development Office (CEDO) Director Noelle MacKay, and CEDO Housing Program Manager Todd Rawlings

**Absent:** None

**Also Present:** None

**Meeting called to order:** by Director MacKay at 1:03 p.m.

**Agenda:** Motion made by Assistant/Scheduler Redell to accept the Agenda as drafted, seconded by Councilor Roof. Motion passed unanimously.

**Minutes:** Motion made by Councilor Roof to accept draft minutes for the meeting dated June 28, 2017, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

**Public Forum:** No members of the public were present.

**New Business:**

- a. Right of First Refusal Option for 289 College Street

Discussion: Director MacKay provided a summary of the Inclusionary Zoning (IZ) ordinance requirement that the HTFAC have an option of first refusal for the sale of IZ units. Director MacKay described that the owner of 289 College Street (a property with two IZ units) has notified the HTFAC of his intention to sell the property and has requested that the HTFAC waive its option to purchase for this proposed transaction. In her remarks, Director MacKay referenced a memo by Housing Program Manager Rawlings dated September 14, 2017. Councilor Roof said that opportunities to purchase in the neighborhood of 289 College Street are infrequent and that CEDO Assistant Director Gillian Nanton should be made aware of the IZ option tool in the context of The Neighborhood Project currently being undertaken by the City. Housing Program Manager Rawlings said that he would communicate with Assistant Director Nanton regarding the IZ option requirement and about IZ properties in the area covered by The Neighborhood Project.

Motion made by Assistant/Scheduler Redell, based on the finding that disclosing details of a proposed real estate transaction could be detrimental to that proposed transaction, to go into executive session, seconded by Councilor Roof. Motion passed unanimously.

Executive Session convened at 1:16 p.m.

Motion made by Councilor Roof to adjourn executive session, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

Motion made by Councilor Roof to waive right of first refusal option for the proposed purchase of the property located at 289 College Street, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

**Upcoming meetings:**

Discussion: Program Manager Rawlings said that he believes that the next meeting will likely be an allocation meeting for FY18 Housing Trust Funds and that the Request for Proposals (RFP) will be released after City finance staff have completed FY17 year-end accounting. Director MacKay said that the RFP period for application submittal would be about one month and that, depending on committee member schedules, the allocation meeting would occur within two weeks of the application deadline.

**Adjournment:** Motion made by Director MacKay to adjourn the meeting, seconded by Assistant/Scheduler Redell. Motion passed unanimously. The meeting was adjourned at 1:21 p.m.

Respectfully Submitted By:  
Todd Rawlings  
Housing Trust Fund Staff