

Fiscal Year 2023
Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)
Meeting Minutes
Draft

Meeting Date/Time: December 22, 2022 at 1:00 p.m.

Meeting Location: City Hall, 149 Church Street, Champlain Room and virtually Via Zoom

Committee Members Present:

- City Councilor Zoraya Hightower
- Mayor's Office Administrative Coordinator Erin Stoetzner
- Community & Economic Development Office (CEDO) Director Pine

Absent: None

Also Present:

- CEDO Housing Program Specialist II Harrison Martin-O'Brien
- Chris Donnelly (Champlain Housing Trust (CHT))
- Miranda Lescaze (CHT)
- Cindy Reid (Cathedral Square Corporation (CSC))
- John Michael Longworth (Committee on Temporary Shelter (COTS))
- Jaclyn Marcotte (CHT)
- Alison Johnson (Green Mountain Habitat for Humanity)
- Kirby Dunn (HomeShare Vermont)
- Hayley Shriner (Lighthouse Commons)

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

1. Agenda: *Motion made by Erin Stoetzner to accept the Agenda as drafted, seconded by Councilor Hightower. Motion passed unanimously*

2. Old Business:

a. Minutes: *Motion made by Councilor Hightower to accept minutes for the meeting December 8, 2022. Seconded by Erin Stoetzner. Motion passed unanimously*

3. Public Forum:

Director Pine opened public forum:
Community member wished folks a Happy Holidays.
Director Pine closed public comment.

4. New Business:

a. Discussion of FY23 allocations:

- Director Pine explains increase in Housing Trust Funds:
- Annual revenue increased from historic levels around \$200,000 to \$727,000

- Revenue sources are: increased dedicated tax, short-term rental tax, Inclusionary Zoning payments-in-lieu and conversion fee for condominiums that were rental units
- Director Pine explains there will be ongoing consideration of utilization of Housing Trust Fund monies, but no changes in funding recommendations for this time period
- Resumption of previous considerations of funding requests:
 - Councilor Hightower recommended \$7000 additional funding for Ethan Allen project by subtracting from \$300,000 City Place request
 - *Councilor Hightower moves to award Housing Trust Fund monies in the amount listed on the staff memo with an amendment of \$19,320.45 to Ethan Allen and \$293,000 to CityPlace projects.*
 - *Erin Stoetzner seconds*
 - Discussion:
 - Clarification from CEDO staff regarding funding amounts for aforementioned projects and total expenditures
 - Director Pine notes unfunded projects may receive future funding in the order listed
 - Question from Hayley Shriner regarding future listening sessions. Director Pine clarifies that feedback from lower-income homeowners would be sought and the how and when is outstanding.
 - *Motion passed unanimously*
 - Director Pine notes no action necessary on Agenda Item C
- b. General comments** –attendees engaged in conversation with committee members

Adjournment: The meeting was adjourned at 1:26 p.m.