

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

Meeting Date/Time: December 4, 2017 at 9:00 a.m.

Meeting Location: Burlington City Hall, 149 Church Street, First Floor, Conference Room 12, Burlington, Vermont

Present: Councilor Adam Roof, Mayor's Office Communications and Projects Coordinator Katie Vane, Community & Economic Development Office (CEDO) Director Noelle MacKay, and CEDO Housing Program Manager Todd Rawlings

Absent: None

Also Present: Sarah Russell (Burlington Housing Authority)
Chris Donnelly (Champlain Housing Trust)
Amy Demetrowitz (Champlain Housing Trust)
Miranda Lescaze (Cathedral Square Corporation)
Cindy Reid (Cathedral Square Corporation)
Kirby Dunn (HomeShare Vermont)
Phoebe Howe (Vermont Energy Investment Corporation)
Mary Mougey (Living Well)

Meeting called to order: by Director MacKay at 9:06 a.m.

Agenda: Motion made by Director MacKay to accept the Agenda as drafted, seconded by Councilor Roof. Motion passed unanimously.

Old Business:

- a. **Minutes:** Motion made by Councilor Roof to accept draft minutes for the meeting dated September 18, 2017, seconded by Director MacKay. Motion passed unanimously.
- b. **Approve Outcomes/Accomplishments from FY17:** Motion made by Councilor Roof to approve the accomplishments as drafted, seconded by Director MacKay. Motion passed unanimously.

Public Forum:

Amy Demetrowitz said for the last few years Champlain Housing Trust ("CHT") has been working with the City and Cathedral Square Corporation ("CSC") to develop the affordable housing at Cambrian Rise and she wanted to address the potential question of why is CHT's request so high for this project. She said that in Vermont there is more funding available for affordable housing development outside of Burlington. For a recent project that CHT did in Shelburne, CHT received \$22,000 in HOME funds per unit, but for the Laurentide project they will receive only \$6,000 in HOME per unit from the City. She

said that for the same project, CHT received \$16,000 per unit in VCDP funds [State Community Development Block Grant (CDBG) funding], but no City CDBG funding is available for the project.

Director MacKay said that given the amount of requests for HTF, last year the HTFAC asked applicants to think about staging or timing their requests for funding. She said that funds are scarce this year as well. She said that the HTFAC will do a post-allocation meeting to discuss improving the process for next year.

New Business:

a. Review/Discuss FY18 Grant Proposals

Discussion: Coordinator Vane said that it was difficult to compare the cost effectiveness of the different proposals. Director MacKay said that she looked at cost per unit to develop the project to determine the cost effectiveness. Amy Demetrowitz said that CHT would withdraw their \$205,000 application for Laurentide if CSC's application was funded fully and if CHT's application was funded fully in the next round. Councilor Roof asked for clarification about what the City's commitment to the North Avenue Cooperative ("NAC") was. Director MacKay said that the City has made a \$300,000 commitment to the NAC for their water/sewer infrastructure project, and that if the current NAC application is funded, then the City will need to have a conversation with NAC to discuss whether the \$45,000 is part of or in addition to that \$300,000 amount. Director MacKay suggested the CSC and NAC application be funded fully and that the balance of the funding be used for capacity projects. Councilor Roof and Coordinator Vane agreed. Director MacKay said that the Burlington Supportive Housing Initiatives ("BSHI") application did not have a budget. Mary Mougey asked for feedback on the Living Well application. Director MacKay said that funding a bathroom is not the same as funding a new unit and that other funding may be available for bathrooms. Coordinator Vane asked if the BSHI application was related to the Pathways grant. Sarah Russell said that it was not. Councilor Roof said that he supports the Waystation application. Director MacKay and Coordinator Vane agreed. Director MacKay said that she supports the HomeShare application. Councilor Roof and Coordinator Vane agreed. Director MacKay said that the Habitat for Humanity application did not score as high as it might have because it is a new program and that CDBG may be available for that project. Director MacKay asked that CHT be mindful of the capacity funding needs of other smaller non-profits in the future. Councilor Roof said that he supports the Housing Resource Center application. Director MacKay and Coordinator Vane agreed. Director MacKay proposed funding Habitat for \$10,000 and CHT (Capacity) at \$44,781. Councilor Roof and Coordinator Vane agreed, but Councilor Roof proposed that if Habitat cannot proceed with their project on that reduced amount, then the \$10,000 should be reallocated to fully fund CHT's capacity application and fully fund the Dismas application. [Note: on December 13, 2017, the HTFAC was notified by Manager Rawlings that Green Mountain Habitat for Humanity Motion had accepted the grant for \$10,000.] Director MacKay said that it was important to address the issue that CSC is delinquent in its taxes for the Ruggles House, as it had disclosed in its application. Director MacKay said that it is understood that CSC is not refusing to pay these taxes, but is in a negotiation process related to an expired Payment In Lieu Of Taxes agreement and it is expected that CSC will pay whatever amount is negotiated prior to the final HTF payment being released to CSC.

b. Approve/Deny/Request Additional Information for FY18 Grant Proposals

Discussion: [see above]

Motion made by Director MacKay to fund the Cathedral Square Corporation/Juniper House application for \$188,174, the North Avenue Co-op, Inc./Water and Sewer system design application for \$45,000, the HomeShare Vermont application for \$7,500, the Habitat for Humanity/Construction Supervisor application for \$10,000 (per the conditions above), the Champlain Housing Trust Capacity application for \$44,781, the Committee on Temporary Shelter (COTS)/Housing Resource Center for \$7,500, and the Committee on Temporary Shelter (COTS)/Waystation for \$7,500, seconded by Councilor Roof. Motion passed unanimously.

Upcoming meetings:

Discussion: Director MacKay proposed that the HTFAC meet in the next couple of weeks or early January to discuss the allocation process introduced this year and how it might be improved.

Adjournment: Motion made by Councilor Roof to adjourn the meeting, seconded by Coordinator Vane. Motion passed unanimously. The meeting was adjourned at 9:50 a.m.

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff