

DRAFT

Fiscal Year 2016 Burlington Housing Trust Fund (HTF)
Administrative Committee
Meeting Minutes

Meeting Date/Time: February 16, 2016 at 1:00 pm

Meeting Location: City Hall, 3rd floor, Parkview Room.

Present: Councilor Selene Colburn (by phone), Mayor's Office Communications and Projects Coordinator Jennifer Kaulius, and Community & Economic Development Office (CEDO) Director Peter Owens (by phone)

Also Present: CEDO Housing Program Manager Todd Rawlings and Burlington Housing Authority Executive Director Paul Dettman

Absent: None

Meeting called to order by: Peter Owens at 1:04 p.m.

Agenda: Motion made by Selene Colburn to revise the agenda to discuss disbursement deadlines. Motion seconded Peter Owens. Motion passed unanimously. Motion made by Jennifer Kaulius to accept Agenda, seconded by Peter Owens. Motion passed unanimously.

Minutes: Motion made by Jennifer Kaulius to accept draft minutes for meetings dated November 12, 2015. Seconded by Selene Colburn. Motion passed unanimously.

Public Forum: No members of the public were present to participate.

Review Grant Proposal from the Burlington Housing Authority: Todd Rawlings gave an overview of the request and added that the proposed study covers the Burlington Metropolitan Statistical Area which includes Chittenden, Franklin, and Grand Isle counties. The total cost of the Study is \$46,370.00. Paul Dettman explained the adverse effects of the current Fair Market Rent (FMR) determination by HUD. He also explained that the rest of the study will be paid for by Champlain Housing Trust, Cathedral Square Corporation, Vermont Housing and Finance Agency, Vermont Housing and Conservation Board, the Burlington, State, and Winooski Housing Authorities. The study is underway and is expected to be complete by April. After some discussion, board members agreed that if the proposal were to be approved, then this would be considered under HTF capacity funds.

Approve/Deny/Request Additional Information of Burlington Housing Authority FY16 Grant Proposal: Motion made by Jennifer Kaulius to approve BHA's FMR proposal for \$5,000.00 as capacity funding. Seconded by Selene Colburn. Motion passed unanimously. See signed amended approval memo attached.

Review Disbursement Request Extension Request for Champlain Housing Trust (CHT) and Policy: Todd Rawlings gave an overview of the request from CHT regarding their FY16 HTF grant agreement for stewardship funds. Kim Moran of CHT has requested that the disbursement deadline be extended until December 31, 2016 given that the grant will be executed in February and the proposed deadline of June 30, 2016 is approaching quickly. Peter Owens asked about the budget ramifications and Todd Rawlings explained that his understanding was that carryover has occurred in the past. Todd Rawlings argued that these kinds of requests are likely to come up again and it would be in the best interest of the program for the Housing Program Manager to be given the authority to approve or deny these requests without having to take to request to the HTF Administrative Committee.

Approve/Deny/Request Additional Information of FY16 Grant Proposals: Motion made by Jennifer Kaulius to approve CHT's request for a disbursement extension until December 31, 2016 and that the HTF Administrative Committee delegates to CEDO's Housing Program Manager the authority to make decisions on disbursement extensions. Seconded by Peter Owens. Motion passed unanimously.

Adjournment: Motion made by Jennifer Kaulius to adjourn the meeting. Seconded by Peter Owens. Motion passed unanimously. The meeting was adjourned at 1:27 p.m.

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff