

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

Meeting Date/Time: November 12, 2015 at 7:30 am

Meeting Location: City Hall 3rd floor Park View Room.

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

Also Present: CEDO Housing Program Manager Todd Rawlings

Absent: None

Meeting called to order by Selene Colburn @ 7:46 a.m.

Agenda: Motion made by Peter Owens to accept Agenda, seconded by Jennifer Kaulius. Motion passed unanimously.

Minutes: Motion made by Jennifer Kaulius to accept draft minutes for meetings dated November 4, 2015 and November 9, 2015, seconded by Peter Owens. Motion passed unanimously.

Public Forum: Amy Demetrowitz of the Champlain Housing Trust (CHT) and Mayor Weinberger's Chief of Staff Brian Lowe were both in attendance.

Review FY16 Grant Proposals: Three of the four Champlain Housing Trust proposals were discussed. Regarding the Bright Street proposal, Amy Demetrowitz expressed that there is a very small contingency on the project and that if the application is not funded then changes may need to be made to the project (e.g. siding materials may need to be downgraded, etc.). Regarding the CHT capacity request, Ms. Demetrowitz expressed that CHT needed this funding because other funding sources have been reduced and CHT needed these funds to continue to serve Burlington at the same level. She also expressed that other sources are available for projects outside of Burlington which are not available here (e.g. VCDP (State CDBG) funding, etc.). She proposed that the committee meets with CHT to discuss their funding environment and that the committee could consider making a second round of awards in FY16. Committee members agreed that the committee should meet to articulate priorities and policies for making HTF awards. Committee members discussed CHT's South Meadow proposal which they felt was not a good fit for the HTF.

Approve/Deny/Request Additional Information of FY16 Grant Proposals: Motion made by Selene Colburn to approve all proposals except for CHT's South Meadow proposal for \$30,000.00 and that the \$150,000.00 award to the North Avenue Co-op be contingent upon a housing subsidy covenant being granted by the Co-op and that this covenant shall be approved by the HTF Administrative Committee, seconded by Jennifer Kaulius. Motion passed unanimously. See signed approval memo attached.

Adjournment: Motion made by Jennifer Kaulius to adjourn the meeting, seconded by Peter Owens. Motion passed unanimously. The meeting was adjourned at 8:30 am

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff