

**Fiscal Year 2016 Burlington Housing Trust Fund Administrative Committee**  
**Meeting Minutes**

**Meeting Date/Time:** November 4, 2015 at 12:00pm

**Meeting Location:** City Hall 3<sup>rd</sup> floor Park View Room. From 1:00pm on in Mayor's office.

**Present:** Councilor Selene Colburn, CEDO Director Peter Owens, Mayor's Chief of Staff Brian Lowe.

**Also Present:** CEDO Housing Program Manager Todd Rawlings

**Absent:** None

**Meeting called to order by Chair Owens @ 12:25 p.m.**

**Agenda:** Motion made by Brian Lowe to accept Agenda, seconded by Selene Colburn. Motion passed unanimously.

**Minutes:** No minutes required action.

**Public Forum:** No members of the public were in attendance.

**Review FY16 Grant Proposals:** Proposals were discussed. Brian Lowe recused himself from any discussions regarding matters related to the Champlain Housing Trust of which he is a board member. Motion made by Selene Colburn to request additional information before any funding decisions are made, seconded by Brian Lowe. Motion passed unanimously.

**Approve/Deny/Request Additional Information of FY16 Grant Proposals:** Action deferred until next meeting per above. Motion made by Selene Colburn to schedule the following meeting on Monday, November 9 at 5:00pm at CEDO, seconded by Brian Lowe. Motion passed unanimously.

**Adjournment:** Motion made by Brian Lowe to adjourn the meeting, seconded by Selene Colburn. Motion passed unanimously. The meeting was adjourned at 1:30pm

Respectfully Submitted By:  
Todd Rawlings  
Housing Trust Fund Staff