

**Fiscal Year 2017**  
**Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)**  
**Meeting Minutes**

**Approved**

**Meeting Date/Time:** November 2, 2016 at 8:00 a.m.

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

**Present:** Councilor Selene Colburn (via phone), Mayor's Office Assistant/Scheduler Jordan Redell, Community & Economic Development Office (CEDO) Director Noelle MacKay, and CEDO Housing Program Manager Todd Rawlings

**Absent: None**

**Also Present:**

Amy Demetrowitz (Champlain Housing Trust (CHT))  
Michael Monte (CHT)  
Chuck Bongiorno (Dismas House)  
Cindy Reid (Cathedral Square Corporation (CSC))  
Becky Holt (Committee On Temporary Shelter (COTS))  
Jonathan Farrell (COTS)  
David Mullin (Green Mountain Habitat for Humanity (Habitat))  
Margaret Murray  
Taylor LaVallie (St. Michael's College)  
Sophia Kruger (St. Michael's College)  
Caitlin Holmquist (St. Michael's College)

**Meeting called to order:** by Director MacKay at 8:13 a.m.

**Agenda:** Director MacKay proposed to add an item to "Old Business", specifically a discussion about information which came to the attention of the CEDO staff during the evening of November 1, 2016. Motion made by Jordan Redell to accept Agenda as amended, seconded by Councilor Colburn. Motion passed unanimously.

**Minutes:** Motion made by Jordan Redell to accept draft minutes for the meeting dated October 20, 2016, seconded by Councilor Colburn. Motion passed unanimously.

**Capacity Funding Requirements:** Director MacKay said that late last night Todd Rawlings received an email suggesting that in 2009 or 2010 the City Council passed a resolution requiring that 35% of the HTF allocation be reserved for capacity projects. Todd Rawlings was not able to find this information as of the start of this meeting and will follow up with the City Attorney's Office regarding this issue. Director MacKay expressed that, given the uncertainty around this requirement, the HTFAC should err on the side of caution when making funding decisions.

**Public Forum:**

Michael Monte (CHT) offered to withdraw CHT's Shared Equity Rehab request in order to provide more funding for other projects. He said that funding for the Shared Equity Rehab project can wait until next year. He also offered to reduce CHT's capacity request to \$70,000. He said that the Affordable Housing at Cambrian Rise project is ready to proceed.

Amy Demetrowitz (CHT) said that the project has already received 9% [Low Income Housing Tax] credits and that CHT would soon be going in front of the Vermont Housing Finance Agency board to request an extension to use these credits.

Cindy Reid (CSC) said that since CSC's phase of the Affordable Housing at Cambrian Rise project is not as far along as CHT's project, CSC is willing to reduce its request to \$150,000. She said that developing this project has strained the finances of the organization and that while she knows that the HTFAC cannot forward commit, she would like the project to receive HTF funds next fiscal year.

Becky Holt (COTS) said that their request for the 95 North Avenue Project will help close a \$175,000 gap resulting from unanticipated expenses like contaminated soils and structural issues. The project, which will be complete in April of 2017, will have 14 new units targeted to homeless individuals.

Michael Monte (CHT) said that CHT receives capacity funding from other organizations and if all of those organizations choose to stop funding capacity activities, then CHT would likely need to lay off staff. During the last two weeks, CHT has received the following requests: Councilor Shannon contacted them about Inclusionary Zoning (IZ), Councilor Hartnett asked CHT to do a study about evictions for tenants with disabilities, and the Airport Director contacted them about housing near the airport. He said that CHT can say yes to these requests because of capacity funding received from the HTF. He said that CHT used to receive HTF support for administering IZ.

**Approve/Deny/Request Additional Information for FY17 Grant Proposals:**

Discussion: Director MacKay expressed that the HTFAC had difficult choices, but she was impressed by the breadth and depth of proposed projects. Councilor Colburn suggested that it would be productive to hear from applicants who have both project and capacity requests. Director MacKay said that this would not be fair to applicants who did not attend the meeting. Director MacKay then asked if any of the applicants would be willing to shave their requests further. Michael Monte said that CHT would be willing to accept the pre-2015 amount of \$46,500 for capacity. David Mullin said that although Habitat has already invested \$150,000 in its project, since the project is delayed, they could accept \$25,000. Chuck Bongiorno said that Dismas House does not have another source for the proposed repair. Becky Holt said that COTS would be willing to reduce their two capacity requests to \$6,000 each. Cindy Reid said that CSC will need future support for the project, but would accept a reduced award. Director MacKay said that she was grateful for the offers. Councilor Colburn asked whether Habitat had other sources for funding their project. Director MacKay said that she did not know.

Director MacKay proposed that the HTFAC make a conditional funding commitment depending upon the resolution of the question about whether 35% of the HTF allocation is required for capacity grants. Below are the two funding scenarios proposed:

- Scenario #1 assumes that there is a 35% requirement for capacity projects
- Scenario #2 assumes that there is no 35% capacity requirement

FY17 Housing Trust Fund--Scenarios per 11.2.16 HTFAC Meeting

<u>FY17 Housing Trust Fund Breakdown</u>			
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<b><u>Total available for projects***</u></b>	<b>485,256.13</b>		
		Scenario #1* (35% requirement)	Scenario #2** (no 35% requirement)
	<u>Requests</u>		
Dismas/Sewer Repair	12,000.00	12,000.00	12,000.00
Habitat for Humanity/Staniford Duplex	50,000.00	25,000.00	50,000.00
CHT/Cambrian Rise Affordable Apartments	200,000.00	200,000.00	200,000.00
CSC/Cambrian Rise Affordable Apartments	180,000.00	119,126.13	117,626.13000
COTS 95 North Avenue	50,000.00	25,000.00	25,000.00
CHT/Shared Equity Rehab	30,000.00	0.00	0.00
	<u>Capacity requests</u>		
HomeShare Vermont	7,500.00	7,500.00	7,500.00
CEDO/BHA/WHA Fair Housing	11,630.00	11,630.00	11,630.00
Committee on Temporary Shelter (COTS) Housing Resource Center	7,500.00	7,500.00	7,500.00
Committee on Temporary Shelter (COTS) Waystation	7,500.00	7,500.00	7,500.00
Champlain Housing Trust	75,000.00	70,000.00	46,500.00
	<b>total</b>	<b>485,256.13</b>	<b>485,256.13</b>
	<b>carryover to next year (shortfall)</b>	<b>(145,873.87)</b>	<b>0.00</b>

\* Assumes that 35% of HTF fund must be used for Capacity

\*\*Assumes no requirement that 35% of HTF fund must be used for Capacity

\*\*\* FY17 CEDO budget assumes \$72,146

Todd Rawlings asked what would happen if the results of the research about the 35% question are not clear. The HTFAC agreed that in that event, the HTFAC would convene again.

Motion made by Councilor Colburn to approve the requests as proposed above pending resolution of outstanding capacity funding requirements, seconded by Jordan Redell. Motion passed (unanimously).

**Miscellaneous: Policy changes reimbursement, board resolutions (if feasible).** [The HTFAC agreed to defer this item until a later meeting.]

**Miscellaneous: Outreach proposed: website improvement, Channel 17 "Live at 5:25" show, annual reporting to the City Council.** [The HTFAC agreed to defer this item until a later meeting.]

**Adjournment:** Motion made by Jordan Redell to adjourn the meeting, seconded by Director MacKay. Motion passed unanimously. The meeting was adjourned at 9:04 a.m.

Respectfully Submitted By:  
Todd Rawlings  
Housing Trust Fund Staff