

**Fiscal Year 2017**  
**Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)**  
**Meeting Minutes**  
**(Approved on 11/2/16)**

**Meeting Date/Time:** October 20, 2016 at 8:00 a.m.

**Meeting Location:** Burlington City Arts, 135 Church Street, Second Floor Meeting Room, Burlington, Vermont

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

**Absent:** None

**Also Present:** CEDO Housing Program Manager Todd Rawlings, Amy Demetrowitz (Champlain Housing Trust), Chuck Bongiorno (Dismas), Cindy Reid (Cathedral Square), Tamira Martel (COTS), David Mullin (Green Mountain Habitat for Humanity), Catherine Stevens (Green Mountain Habitat for Humanity),

**Meeting called to order** by Noelle MacKay at 8:07 a.m.

**Agenda:** Noelle MacKay proposed to change "FY16" to "FY17" in "Review/Discuss FY16 Draft Budget" section. Motion made by Councilor Colburn to accept Agenda as amended, seconded by Jordan Redell. Motion passed unanimously.

**Minutes:** Motion made by Councilor Colburn to accept draft minutes for the meeting dated February 16, 2016, seconded by Jordan Redell. Motion passed unanimously.

**Inclusionary Zoning rents for 6/1/16 to 6/1/17:** Todd Rawlings gave an overview of how Inclusionary Zoning rents are calculated and pointed out that these rents get recalculated whenever HUD releases its household income data information, which is typically between March and June every year. Committee members did not feel that it was necessary to convene a special meeting of the HTFAC for that purpose. Motion made by Councilor Colburn to approve rents as proposed, seconded by Jordan Redell. Motion passed unanimously.

**FY16 HTF Outcomes/Accomplishments:** Motion made by Councilor Colburn to approve FY16 HTF Outcomes/Accomplishments as drafted, seconded by Jordan Redell. Motion passed unanimously.

**Public Forum:** No members of the public spoke and the public forum closed at 8:12 a.m.

**Review/Discuss FY17 Draft Budget:** Todd Rawlings gave an overview of the FY17 Housing Trust Funds available. This included an overview of the FY17 budgeted amount and the carryover from FY16. Amy Demetrowitz asked for the historic breakdown (percentages) of Housing Trust Fund awards. Todd Rawlings said that his understanding was that in the past 15% of funds went to HTF administration (to CEDO), 50% was allocated to development projects, and 35% was allocated to capacity projects and that his understanding was that these percentages were at the discretion of the HTFAC. Jordan Redell asked whether the \$7,500 limit in the FY17 Request for Proposals (RFP) was required under the ordinance.

Todd Rawlings said that it was not an ordinance requirement, but that it had been a practice of previous HTFACs. Jordan Redell then asked how Champlain Housing Trust (CHT) was allowed to exceed this amount. Todd Rawlings explained that the \$7,500 limit did not apply to CHT in this case because those awards were used for development activities. The applicable part of the RFP reads: "Organizations that provide services, as distinct from housing development, are limited to capacity grants of no more than \$7,500 per program."

**Review FY17 Grant Proposals:** the HTFAC discussed the proposals individually per the below.

#### Capacity Projects

**CEDO request:** Jordan Redell asked why this request exceeded the \$7,500 limit in the RFP. Todd Rawlings noted that the request spans two fiscal years. Cindy Reid commented that Champlain Valley Office of Economic Opportunity just received a large Fair Housing grant. Councilor Colburn asked how this request was related to the Burlington Housing Authority (BHA) HTF request in February of 2016. Todd Rawlings noted that this CEDO request was to help to create the HUD mandated Affirmatively Furthering Fair Housing plan, while the BHA award was for a Fair Market Rent study.

**CHT Request:** Noelle MacKay asked for more detail about what the \$75,000 would be used for. Amy Demetrowitz replied that in the past these awards were not tied to specific projects and that the funds are used to build general capacity. She added that CHT builds its budget around grants which it typically receives. Councilor Colburn suggested that the HTFAC should ask itself, broadly speaking, what are capacity awards for? Noelle MacKay said that CHT is a very different organization from when the HTF began. Amy Demetrowitz said she would get more information for the HTFAC.

**COTS/Housing Resource Center (HRC) request:** Jordan Redell asked how many people were employed by the HRC. Tamira Martel answered 5, including an AmeriCorps member. Jordan Redell asked how much was budgeted for salaries at the HRC. Tamira Martel answered about \$25,000.

**COTS/Waystation request:** Jordan Redell asked how many people were employed at the Waystation. Tamira Martel answered 2 full time staff.

**HomeShare request:** no comments or questions.

#### Development Projects

**Dismas request:** Noelle MacKay asked if there was more than one estimate. Chuck Bongiorno replied that Dismas has since received more estimates which had confirmed the first price. Noelle MacKay asked whether Dismas had funds in the event that actual costs exceed the request. Chuck Bongiorno replied that they were confident that it would not exceed \$12,000, but if it did, then Dismas could cover the difference.

**COTS/96 North Avenue request:** Tamira Martel said that the request was to cover additional and unforeseen costs including contaminated soils and structural issues discovered in construction.

**Habitat for Humanity/Staniford Road Duplex request:** Jordan Redell asked whether the schedule was still correct. David Mullin said that: 1) they are currently working on the design and that once that is

complete, then they will go for permits, and 2) he expects occupancy by 2018, but the majority of the expenses are upfront. Noelle MacKay asked whether the development cost of \$330,000 was for both units. David Mullin said that it was. Councilor Colburn asked for an overview of the Habitat model. David Mullin explained that homebuyers are typically under 60% of median income, the homes are sold at cost, and that they are perpetually affordable.

**CHT Stewardship Fund request:** Noelle MacKay asked whether applicants to this fund were referred to Vermont Gas and/or the Burlington Lead Program. Amy Demetrowitz said that applicants were referred to other resources including the above. Noelle MacKay asked whether the applicant had used all the previous year's funding. Todd Rawlings said his understanding was that all funds had been expended and that CHT will soon request funds from the HTF.

**CHT/Cambrian Rise:** Noelle asked whether all 76 units would be rental. Amy Demetrowitz said yes. Amy Demetrowitz gave an overview of the project: 1) the project was originally scheduled to be 4 phases with Cathedral Square (CSC) and CHT "hopscoching" on the site and building as funding came available, 2) this original plan is inefficient and more expensive than building in fewer phases, 3) Burlington has fewer resources for affordable housing than other communities outside the city, 4) CHT has figured out a way to bridge the funds and build their portion in one phase, and 5) CHT will additional request funds for this project in next year's HTF cycle.

**CSC/Cambrian Rise:** Noelle MacKay asked when construction was scheduled to start. Cindy Reid said that: 1) the first phase of 35 units would start in 2018, 2) the second phase of 35 units would start in 2019, and 3) CSC will request additional funds for this project in next year's HTF cycle.

**Other:** Noelle MacKay said that for the next award cycle (FY18), the HTFAC should consider a scoring system for making awards. Noelle MacKay expressed that since this year's requests exceeded available funding, the HTFAC would need to make some difficult choices. She then asked applicants to look at their requests to see if they can be "shaved," and if so, to let the HTFAC know.

**Approve/Deny/Request Additional Information of FY17 Grant Proposals:** There was no discussion about whether to approve, deny, or request additional information of any FY17 grant proposal. A second, follow-up meeting was scheduled for Wednesday, November 2, at 8:00 a.m. at a location to be determined.

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

Respectfully Submitted By:  
Todd Rawlings  
Housing Trust Fund Staff