

**November 5, 2020 Virtual CD Board Meeting Minutes**  
**GoToMeeting (Access Code: 598-512-917)**

**Board Members in attendance:** Cynthia Gubb, Angus Chaney, Maura Collins, Jonas Rosenthal, Elizabeth Ruffa, and Lisa Sullivan

**Staff Members in attendance:** Josh Hanford, Nathan Cleveland, Cindy Blondin, Patrick Scheld, Julia Connell, and James Brady, Juliann Sherman

Cynthia Gubb called the meeting to order at 9:02 a.m. There were no members of the public in attendance for Public Comment. Josh said there is a lot to get through such as the CDBG-CV Consent Agenda, PG Consent Agenda, Award Condition Extensions and Enhancements. He said with so much to get through presentation times from each applicant was shorten to 15 minutes. He noted one or two applications may be eligible for CDBG-CV funding. He said there is about \$2 to \$2.1 million available to grant out for this meeting.

**Town of Bennington - Bennington Family Housing**

Patrick presented the open issues of the Town of Bennington’s application to provide a \$500,000 subgrant to Shires Housing, in partnership with the Bennington County Coalition for the Homeless, to complete the renovation of seven (7) existing housing units within the main house and create two (2) additional housing units along with administrative office space in an outbuilding in order to provide a permanent home for BCCH to be able to continue to offer families experiencing homelessness a dignified, safe, sanitary transitional housing option.

The following individuals came before the board to present on behalf of the Town of Bennington: Shannon Barsotti – Town of Bennington and Stephanie Lane – Shires Housing

Questions, comments, and discussion raised by the board, staff and applicant: Stephanie Lane said the project is located on 300 Pleasant Street in Bennington, is on national state historic register and no act 250 permit is required. Cynthia asked about and update on Efficiency Vermont (EVT) funding. Stephanie said typically that EVT funding is not typically known until later in the project, but they have a place holder of \$60,000. Jonas asked about the makeup of beneficiaries, how many kids will be served. Stephanie said more children than adults since its common to see multiple children per household. Maura said the beneficiary numbers seemed high to her to with only 9 units of transitional housing. Stephanie said families are typically there 90 to 120 days and they work and encourage them to move into permanent housing. She said at the facility families have access to services. Maura asked if there enough rental assistance available to move that many families in Bennington. Stephanie said they are seeing a lot of VHCB vouchers at the moment and know they are limited and noted not all families end up in permanent housing. She said some of the CRF money is helping getting people housed. Maura asked if the Bennington Council for the Homeless has a connection/partnership with Shires or other programs to assist families. Cynthia asked what the number one factor that is throwing people into homelessness and how has COVID has exacerbated the issue. Stephanie COVID is unemployment and lease violation. Cynthia asked if the award conditions were acceptable and the Stephanie said yes.

**Town of Brattleboro - 47 Flat Street**

Nathan presented the open issues of the Town of Brattleboro’s application to provide a \$492,920 Subgrant to Community Development Support, Inc. to support the renovation of the Emerson-DeWitt building in downtown Brattleboro to include office/co-working space on the first floor, and a mix of studio and one-bedroom apartments on the second, third, fourth and fifth floors for a total of 19 units affordable to households with income at or below 80% of AMI.

The following individuals came before the board to present on behalf of the Town of Brattleboro: Skye Morse M&S Development; and Patrick Moreland Assistant Town Manager

Questions, comments, and discussion raised by the board, staff and applicant: Nathan said their option agreement has been extended for a year to allow them to complete the environmental review. Patrick said the project is located near their walkable downtown and is a redevelopment of a vacant building. He said this project will increase the town list and meets their town plan. Skye noted the state encouraging developers use of 4% LIHTC to create net new units in this state and this project does that. He said this project will also be getting Historic Tax Credits. Jonas asked if they could request additional funding from the Vermont Downtown Tax Credits program. Skye would be going back to the Downtown Board. Cynthia asked what the difference was between the two capital campaigns. Skye said when speaking about the capital campaign it represents private investment dollars into the project and for this project is about \$650,000. Liz asked him to speak about the affordability for the folks living there. Skye said there is the Coop Food for all program that provides assistance to folks with low incomes, hotel pharmacy, and a lot of things in downtown you wouldn't need a car. Cynthia asked how much it cost to park in the parking garage. Patrick Moreland said \$150 a quarter for a reserved space. Lisa asked them to explain the main entrance location. Skye facing the pack is the main entrance. Maura where is the downtown tax credits in the budget? She also asked if Community Investment Inc. was a nonprofit. Skye said it was a nonprofit. He said the project is a rehab project not new construction. Josh said this would not be considered new construction. Skye said it would be net new units. Cynthia asked if the award conditions were acceptable and the Skye and Patrick said yes.

#### **Town of Bridgewater - Supportive Bridgewater Community Center**

Nathan presented the open issues of the Town of Bridgewater's application to provide a \$400,000 subgrant from the town of Bridgewater to the Bridgewater Area Community Foundation to complete renovations to the historic former Bridgewater Village Elementary School that will result in a community center anchored by a licensed early children's education provider, and senior programs. The project will also create space for public gatherings, with the potential to become the Towns designated emergency shelter.

The following individuals came before the board to present on behalf of the Town of Bridgewater: Brian Bontrager, Town of Bridgewater and BACF Trustee; Isaac Wagner, Consultant; and Lynne Bertram Bridgewater Selectboard Chair.

Questions, comments, and discussion raised by the board, staff and applicant: Nathan said part of this project may be eligible for CDBG-CV funding. He said the community does not currently have any childcare facility options. He said the Town will extend the lease. Isaac went over the changes to the project since the last round. He said they have received \$115,000 village downtown tax award, there are additional sprinkler and HVAC costs which speaks to the increase in the request. He said they have received \$30,000 from the Green Mountain foundation for project management. He said they have resolved the two major environmental review issues as well as completing some section 106 review conditions and have responded to Historic Preservations letter. He said he reviewed the project again to see if it could take on debt and he said they could take on a little bit. He said there is a need for childcare and know that there are some in the area are not going to reopen. He said childcare business models do not work without subsidy. He said there is a lot of local support. Jonas asked if additional COVID funding for air purification will be helpful. Isaac said any additional funding will be helpful but if it was a budget shuffle he didn't think there would be \$200,000 in eligible cost for CDBG-CV. Brian Bontrager emphasized the need for the room for seniors. Cynthia asked if the award conditions were acceptable and Isaac said yes.

#### **Town of Burke – West Burke Housing**

Nathan presented the open issues of the Town of Burke's application to provide a \$350,000 subgrant to Gilman Housing Trust to complete the rehabilitation of 15 units of affordable housing and the construction of a new 8-unit affordable rental building in the Village of West Burke. all 23 units are affordable to households at or below 80% AMI.

The following individuals came before the board to present on behalf of the Town of Burke: Patrick Shattuck and Becky Masure, RuralEdge; Kathy Beyer, Evernorth; Christine Emmons and Mike Harris of Town of Burke

Questions, comments, and discussion raised by the board, staff and applicant: Nathan said their option agreement was extended to March 2021, but he still needs them to speak about VHFA 4% Tax Credits. He said all 15 units are currently occupied and all will need to be relocated. Patrick Shattuck happy to be adding 8 more additional units to the market. Christine Emmons said having long-term affordable housing is very attractive and the town fully supports the project. Kathy Beyer will be applying for 4% LIHTC in April 2021, Community National Bank is already agreed to be the equity investor for this project. She said they hired a civil engineer to review the well and found it's an artesian well and the study was very positive. Kathy spoke about Rural Edges efforts in getting the 515 RD money. She said the market study only 1 or 2 long-term rentals in the Town of Burke. Maura can the 515 RD money be at risk. Patrick have an extension on that funding and not at risk. Maura will it be at risk in the future. Kathy said no, they work with an amazing RD employee out of the state of Washington. Kathy under construction in 2021. Cynthia asked where they would relocate the tenants. Becky said they usually will work with local landlords to rent a unit and stage it to move each tenant in and out as needed. She said they will also make certain they have access to all services if they cannot relocate in Burke. Kathy said it will be a phased rehabilitation. Patrick Shattuck said RuralEdge has done over 100 temporary relocations in the past two years. Nathan asked if there were any ongoing talks with rural community transport (RCT) for access on the property. Nathan asked what happens if one of the senior need's transportation. Becky said its still done personally. Christine said many of the seniors have their own transportation, but they can call RCT if needed. Cynthia asked if the award conditions were acceptable and the applicant said yes.

#### **Town of Morristown –Village Center Apartments**

Julia presented the open issues of the Town of Morristown's application to provide a \$550,000 subgrant to Lamoille Housing Partnership, Inc. to develop 24 new apartments in on a vacant lot in downtown Morrisville with Housing Vermont. The mixed-income development will dedicate 5 units as Supportive Housing.

The following individuals came before the board to present on behalf of the Town of Morristown: Samantha Dunn, Housing Vermont/Evernorth; Jim Lovinsky, Lamoille Housing Partnership; Dan Lindley and Judy Bickford Town of Morristown

Questions, comments, and discussion raised by the board, staff and applicant: Julia said the project does not have LIHTC tax credits yet. She said the town has been working on getting their town plan approved by the regional planning commission. Samantha said the project is in the perfect location, has access to public transportation and is located in the downtown. She said they have been working their architects and engineers on this ¼ acre lot to build 24 units of affordable housing. She said they have been working closely with the Town on the density of the project and a parking solution for the project. She said there will be overnight parking in the municipal lot, and there will be 2 accessible parking spaces near the building. She said there will be 2 units with independent entrances as Continuum of Care would prefer. Jim said housing needs study was completed with LHP and LCPC and they found that over 30% are renters and over half of the area renters are paying over 50% of their income. He said LHP doesn't have enough units to house everyone. He said this is the first project since 2015 and the last being the Arthurs project. Judy Bickford said the Selectboard unanimously voted to support this project. She said they liked that it was

mixed income, in the downtown area and had access to transportation. She said the Town is working on downtown designation. Dan said they were a designated downtown in the past. He said the longer process is updating the town plan anticipate something going to RPC next summer to certify the Town Plan. He said the Town provides shared parking to other projects as well. He said they will be adding some more parking spots. He said the Morristown Development Fund is used for job creation, he said they did have a loan from the fund last fall that was rejected. The said the Morristown Development and Selectboard authorized \$50,000 for COVID-19 relief grants; they will be providing 22 grants of \$2,500 to businesses in need. Jonas asked about zoning density issues if they had to change their zoning ordinance. Samantha the town was already in the works of updating their zoning regulations so through that this project was possible. Cynthia asked how a four-story building fits in with the surrounding other buildings. Jim said the zoning board had input on the architectural features of the building that goes along with what is in the town right now. Cynthia asked how the project would be affected if they got less or no funding. Samantha said they are going to be shovel ready in May 2021 and they cannot do the project without tax credits. She said they do not have an alternative funding source and said It would set them back to start construction in the summer 2021. Jim said they really would like to start construction this summer. Cynthia asked if the award conditions were acceptable and Samantha said yes.

### **City of Rutland – Rutland Permanent Supportive Housing**

Julia presented the open issues of the City of Rutland’s application to provide a \$498,000 Subgrant to Housing Trust of Rutland County for the renovation of the Immaculate Heart of Mary School into 19 units of permanent supportive housing for individuals experiencing homelessness. Rutland Mental Health Services will provide case management and treatment services, and the Homeless Prevention Center will participate through referrals and program design.

The following individuals came before the board to present on behalf of the City of Rutland: Mayor David Allaire, City of Rutland; Brennan Duffy and Barbara Spaulding, of Rutland Redevelopment Authority; Elisabeth Kulas and Mary Cohen of Housing Trust of Rutland County and Jeff Kantor, Consultant, JD Kantor Inc.

Questions, comments, and discussion raised by the board, staff, and applicant: Angus disclosed a conflict of interest and recused himself from this project. Julia said the project is ready to go. Elisabeth said this project is in a diverse neighborhood and is designed to meet the special needs of people. She said this project checks off intentions within the Agency of Human Services policies. She said they are close to having the environmental review complete and the building is on the state register of historic places. She said the permits are in and are on target. She said they plan on going out to bid later this month and are on track with the budget. She said they are working closely with their construction manager and have no fluff in their budget. She noted the timing of this application is crucial and can’t move forward without this funding. Mayor Allaire said the city is fully on board for this project. He said the project is close to downtown and transit center which is a benefit to the residents. Cynthia asked how the resident lounge and meeting space will be utilized. Elisabeth said it will be for residents only and will not be open to the public. She said there will be full time mental health professional based at this site. Cynthia asked how many people will be served. Elisabeth said in the 19 to 25 range. Cynthia asked how many homeless people are not being served. Elisabeth said she does not have that number today but typically its 200 households a year. Jonas asked how many of the 19 units will serve children, and how long has the project been in the works. Elisabeth said they only plan on serving adult individuals as they are one bedroom and are not anticipating serving any children. She said they have been working on this project for two years, and it’s very complicated. Cynthia asked what their anticipated start date was. Elisabeth said January 2021. Cynthia asked if the award conditions were acceptable and the applicant Elisabeth said yes.

### **Town of South Hero- Bayview Housing**

Patrick presented the open issues of the Town of South Hero's application to provide a \$730,000 subgrant to Cathedral Square Corporation to develop 30 units of affordable senior rental housing.

The following individuals came before the board to present on behalf of the Town of South Hero: Cindy Reid – Cathedral Square; Martha Taylor-Varney – Town of South Hero; Robin Way – CIDER

Questions, comments, and discussion raised by the board, staff, and applicant: Patrick said this project was supported through a planning grant for the septic for the site. He said they are requesting \$685,000 for the senior housing and \$40,000 water infrastructure in the town. He said their construction timeline starts next summer and they will be requesting LIHTC from VHFA in the spring 2021. Martha said there is a lot of enthusiasm for this project in the island and noted there are two village zoning districts that encompasses this project. She said they did allow buildings in the district to increase the height for the project. She said there is walkability to their community. Cindy Reid said Cathedral Square has worked with CIDER nonprofit community group for many years and they have been working on options for the seniors to stay in the islands and age in place. Robin said they are the only service program based in grand isle county, and they are the oldest county in the state by age. Cindy said there are already 43 people on the waiting list for the project. She said she anticipates the environmental review to be complete in December 2020. She said they will be applying to VHFA for 9% LIHTC in the spring. Maura asked when they would be applying for act 250. Cindy said in July 2021. Cynthia said it is a very competitive round and asked how the project would be impacted if there was no award or lesser amount. Cindy it will be very concerning because their option agreement expires in July of 2021. She said they have so much momentum and want to be in construction in August 2021. She said they would come before this board again in April 2021. Cynthia asked if the award conditions were acceptable and the applicant said yes.

#### **City of Winooski – Winooski Falls East**

Patrick presented the open issues of the City of Winooski's application to provide a \$500,000 grant to the City to construct a 305-space municipal parking garage which will provide improved community access to the 104-acre Casavant Nature Area, assist in the undergrounding of overhead utilities, and provide improvements to pedestrian amenities in the surrounding area. This project will also support the creation of a new hotel, new office space and approximately 200 new jobs.

The following individuals came before the board to present on behalf of the City of Winooski: Heather Carrington – Community and Economic Development Officer; Jesse Baker – City Manager, Jon Rauscher – Dept Public Works Director, Kristine Lott - Mayor

Questions, comments, and discussion raised by the board, staff and applicant: Patrick said the City of Winooski is an area wide community. He said this is the last project in there TIF district. He said they intend to sell the air rights above the parking garage. He said if project is successful CDBG funding would go to the improved access to the Casavant Nature Area. He said the City of Winooski is lacking economic development opportunities. Josh said the City of Winooski had the states only Section 108 project. Heather provided an update on environmental review she said it was completed and submitted last week. She said this project is not contingent on land transfer with CCV. She said they expect the environmental review release in December 2020 and plan on going out to bid in January 2021. She said although this project is not committed to affordable housing, Winooski has developed the most affordable housing in VT. She said they need employment opportunities for their 800 residents that reside in affordable housing. Maura asked about access to the garage, and how they intend the spaces to be available. Cynthia said this is a competitive round and asked how the project would be impacted if they received no funding or partial funding. Jessie said she was hopeful this project would assist with the challenging times due to COVID-19 to be able to economically grow out of this pandemic. She said they have greatly invested in their TIF district, and they would need to look elsewhere into their municipal budgets. She said they would like to hit the ground running with construction in the spring of 2021. Patrick asked if there was potential to have handful of free parking spaces available to the public since our funding is for the casavant natural area.

Heather said there are a couple of spaces they may be able to use, but noted City’s walkability. Jessie said the walkability of the casavant natural area is near by the 100 acres of natural land. Cynthia asked if the award conditions were acceptable and the applicant said yes.

**June 11, 2020 Board Meeting Minutes**

**Lisa made a motion to approve the draft minutes from the June 11, 2020 board meeting, Liz seconded the motion. The motion carried 6 Yes - Abstention - 0 No**

<b>Cynthia -Yes</b>	<b>Maura - Yes</b>
<b>Liz - Yes</b>	<b>Jonas - Yes</b>
<b>Lisa - Abstained</b>	<b>Angus - Yes</b>

**Award Condition Extensions**

Nathan noted on the list of grant extensions the Town of Hardwick – the Yellow Barn will be submitting an \$50,000 enhancement request and expect the project to move forward. Patrick said RCPC finally received their award from USDA Rural Development and that should be moving forward.

**Angus made a motion to approve the award condition extension list as presented by staff to extend each of the grants award conditions to April 1, 2021. Jonas seconded the motion. The motion carried 6 Yes - Abstention - 0 No**

<b>Cynthia - Yes</b>	<b>Maura - Yes</b>
<b>Liz - Yes</b>	<b>Jonas - Yes</b>
<b>Lisa - Yes</b>	<b>Angus - Yes</b>

**Consent Agenda – Planning Grants**

Nathan went over the consent agenda. The only one with outstanding issues or questions is the Town of Randolph.

**Maura moved to fund the planning grants as presented on the Consent Agenda, Angus seconded the motion. The motion carried 6 Yes – Abstention -0 No**

<b>Cynthia - Yes</b>	<b>Mura - Yes</b>
<b>Liz - Yes</b>	<b>Jonas - Yes</b>
<b>Lisa - Yes</b>	<b>Angus - Yes</b>

<b>Municipality</b>	<b>Planning Grant Project Title</b>	<b>Funding Recommendation</b>
Town of Brandon	Brandon Free Public Library	\$30,884
Town of Hartford	Cornerstone Community Center Planning	\$0
Town of Shelburne	Shelburnewood Expansion Feasibility	\$59,780
Town of South Hero	Old White Meeting House	\$28,725
Town of Westford	1705 VT Route 128 Redevelopment	\$60,000

**Scattered Site Rehab Program - Enhancements**

Cynthia asked if same number of units are anticipated for 2021. Maura was curious about NWWVT performance on their financials. Patrick said they have added some new staff. Juliann said they have been requisitioning on a monthly basis and are up-to-date on reporting. Maura questioned the 15% CAP for Counseling. Patrick explained the 15% cap on Counseling mirrors the HUD programmatic regulation.

**Maura moved to fund the scattered site rehab program enhancements as presented by Patrick, Lisa seconded the motion. The motion carried 5 - Yes – Abstention -0 No**

**Cynthia - Yes  
Liz - Yes  
Lisa - Yes**

**Mura - Yes  
Jonas – Stepped Away  
Angus - Yes**

<b>Municipality</b>	<b>Implementation Grant Project Title</b>	<b>Funding Recommendation</b>
City of St. Albans	CHT Home Repair Program (Champlain Housing Trust)	\$375,000
Town of Lyndon	Housing Rehabilitation Program (Rural Edge)	\$345,000
Town of West Rutland	Comprehensive Home Repair (NeighborWorks of Western Vermont)	\$450,000
Town of Brattleboro	5-County Homeownership Services Program (Windham & Windsor Housing Trust)	\$527,000

**Implementation Grants**

Nathan said possibly with the expanded need for Childcare, HVAC system for the Town of Bridgewater they may be eligible for CDBG-CV. Josh felt they would have more than \$50,000 of eligible costs.

Josh said both the Town of South Hero and Morristown need apply for tax credits to VHFA in the Spring of 2021 and are not ready. He said the designation process is still going to take a while for the Town of Morristown, once that is in place it would save them on Act 250 costs. He noted program management costs are 27%. James said they both have a decent amount of work left on their environmental review to do. He said there is more DEC pressure on Morristown. Josh noted a higher priority for 4% tax credit projects through the consolidated plan. Maura said all six will be applying or receiving tax credits through VHFA. Maura agrees with both those projects waiting until tax credits are closer, CDBG decisions will be in April 2021 and tax credits in May 2021. She said all the projects are strong, it is not no its just when. She said Rutland and Brattleboro are ready now. Josh said the readiest housing projects are Rutland and Brattleboro. James said he would put Rutland at the top of that list as they are ready to close. Jonas asked about additional downtown tax credits. Cynthia said there is a need for this type of housing in Rutland. Josh said they received a downtown credits feels the board will look to new projects instead of looking back.

**Jonas moved to fund the Implementation Grants at the levels below with the Towns of Bennington and Bridgewater to look to CDBG-CV, if CDBG-CV funding is not eligible to those projects the City of Winooski award should be reduced accordingly. Lisa seconded the motion.**

**The motion carried 5 - Yes – 1 Abstention -0 No**

**Cynthia - Yes  
Liz - Yes  
Lisa - Yes**

**Maura - Yes  
Jonas - Yes  
Angus - Abstained**

<b>Municipality</b>	<b>Implementation Grant Project Title</b>	<b>Funding Recommendation</b>
Town of Bennington	Bennington Family Housing	\$300,000
Town of Brattleboro	47 Flat Street	\$492,920
Town of Bridgewater	Bridgewater Community Center	\$200,000
Town of Burke	West Burke Housing	\$350,000

Municipality	Implementation Grant Project Title	Funding Recommendation
Town of Morristown	Village Center Apartments	\$0
City of Rutland	Lincoln Place	\$498,000
Town of South Hero	Bayview Crossing	\$0
City of Winooski	Winooski Falls East	\$500,000

**CDBG-CV Implementation Grants**

Josh said there will be an additional board meeting in December for additional CDBG-CV, it will be through consent agenda so should not take more than an hour.

**Lisa moved to fund the CDBG-CV grants as presented on the Consent Agenda, Angus seconded the motion. The motion carried 6 Yes – Abstention -0 No**

**Cynthia - Yes**

**Liz - Yes**

**Lisa - Yes**

**Mura - Yes**

**Jonas - Yes**

**Angus - Yes**

Municipality	CDBG- CV IG Grant Project Title	Funding Recommendation
Bennington	UCS Head Start Program	\$49,478
Bennington	BFYMCA School Age Program	\$30,000
Bennington	Sunrise Family Resource Center	\$20,000
Brattleboro	Brattleboro Housing Authority - Cov	\$37,150
Marlboro	HVAC air filtration	\$37,225
Randolph	Senior Connectivity Project	\$0
Rockingham	Town Facilities COVID Safety measures	\$20,000
Rockingham	Light Up Bellows Falls	\$25,000
Rutland C	BROC Additional Refrigeration/Freezer	\$25,000

Maura asked about the Recovery Housing funding and wondered if there is a way to collaborate those dollars with their 4% tax credit dollars that are eligible for recovery housing.

**Adjourn**

**Cynthia adjourned the meeting at 2:02 PM**