



CITY OF BURLINGTON, VERMONT  
CITY COUNCIL COMMUNITY DEVELOPMENT &  
NEIGHBORHOOD REVITALIZATION COMMITTEE  
c/o Community & Economic Development Office  
City Hall, Room 32 • 149 Church Street • Burlington, VT 05401  
802-865-7144 VOX • 802-865-7024 FAX • [www.burlingtonvt.gov/cedo](http://www.burlingtonvt.gov/cedo)

---

**Councilor Evan Litwin (EL), Chair, Ward 7**  
**Councilor Carter Neubieser (CN), Ward 1**  
**Councilor Allie Schachter (AS), East District**

**CDNR Committee Meeting**  
**Wednesday, December 17<sup>th</sup>, 2025**  
**6:30 – 8:30 PM**  
**Sharon Bushor Conference Room, 1<sup>st</sup> Floor – City Hall**

**Committee members:** Evan Litwin (EL), Allie Schachter (AS), Carter Neubieser (CN)  
**City Staff:** Christine Curtis, CEDO  
**Other Attendees:** Erin Jacobsen, Mayor's office; Katherine Schad, CAO

**Draft Minutes**

**Meeting Started at 6:33 PM**

1. Approve agenda  
MOTION by Councilor Schachter, SECOND by Councilor Neubieser, to approve the agenda  
VOTING: unanimous; motion carries.
  
2. Approve Minutes: 10/15/25  
MOTION by Councilor Schachter, SECOND by Councilor Neubieser, to approve the minutes  
VOTING: unanimous; motion carries.
  
3. Public Forum
  - No one spoke at public forum

The programs and services of the City of Burlington are accessible to people with disabilities.  
For accessibility information, call 865-7144. For questions about the meeting,  
contact Christine Curtis at [ccurtis@burlingtonvt.gov](mailto:ccurtis@burlingtonvt.gov)

#### 4. Regional Programs

- Erin and Katherine both spoke to this item. The group discussed the regional programs budget, focusing on distinguishing between non-discretionary regional services and discretionary community grants. They agreed to start by identifying essential, non-discretionary investments, which account for about \$200,000 of the budget. The group proposed creating a streamlined application process for the remaining discretionary funds, similar to the Housing Trust Fund model, with CEDO potentially helping to manage it. They decided to have a preliminary conversation about these categories in January and design a simple application process proportional to the available funds.

#### 5. Presentation from Christine Curtis on Community Development Block Grant (CDBG) and the current call for funding applications

- Christine Curtis presented an overview of the Community Development Block Grant (CDBG) program, explaining its national regulations and local administration. She detailed the process for allocating approximately \$730,000 in CDBG funds, including the review of applications by the CDBG Advisory Board and the subsequent funding decisions. The program aims to address poverty's consequences in Burlington, with public services and development projects receiving different funding allocations. Applications are due January 15th, 2026, and the program will run from July 1st, 2026, to June 30th, 2027.

#### 6. Revisiting Housing Trust Fund Report from Former CEDO Director Brian Pine

- The committee discussed the Pine Report, focusing on potential actions to increase funding for the Housing Trust Fund. They agreed to revisit several recommendations, including adopting a local property transfer tax and increasing inclusionary zoning PIL fees. Carter Neubieser expressed interest in exploring short-term rental taxes and enforcement. The group decided to invite the new Housing Program manager and Kara, CEDO Director, to a future meeting to discuss these topics further. They also agreed to change their meeting time to 6 PM starting in January to accommodate city staff schedules.

#### 7. Adjournment

- ADJOURN at 8:22 p.m. by Councilor Litwin with no objection