

Burlington Housing Trust Fund
Administrative Committee

Location: Contois Auditorium
City Hall, 149 Church St
Or Remotely Via Teams

Date: June 10, 2026
Time: 3 :00 - 4:30 pm

To join Remotely:

<https://teams.microsoft.com/meet/225316495769512?p=IMFkNKA5MrDxuC5HbA>

Meeting ID:225 316 495 769 512

Passcode:up7rT7mN

Meeting Agenda

Adoption of Agenda	3:00 pm - 3:05 pm
Old Business	
• Approve minutes from 06/09/25 meeting	3:05 pm - 3:10 pm
Public Forum	3:10 pm - 3:15 pm
New Business	
• Discussion of projects and allocations	3:15 pm - 4:15 pm
• Approve allocations	4:15 pm - 4:30 pm
Adjournment	4:30 pm

To receive this information in a different format or language, please contact Housing Program Manager Maggie Callahan at 802-923-9318 or mcallahan@burlingtonvt.gov.

DRAFT Meeting Minutes

Attendance

Present: City Councilor and CDNR Chair Evan Litwin (online); City Councilor and Representative on the Housing Trust Fund Administrative Committee Allie Schachter (online), Community Economic and Development Office (CEDO) Director Brian Pine serving in the ex-officio role as BHTF Manager; Mayor's Office Deputy Chief of Staff Joe Magee

Also Present: John Michael Longworth (COTS), Matt Cropp (Vermont Real Estate Cooperative); Julian Mandigo (Cathedral Square Corporation); Julie Curtin (Champlain Housing Trust (CHT)); Miranda Lescaze (CHT); Amy Demetrowitz (CHT); Travis Poulin (Champlain Valley Office of Economic Opportunity (CVOEO); Sam Beall (Pathways Vermont); Nate Goldman (Cooperative Development Institute (CDI)); Jacob Shapiro (CDI); Bethany Whitlock (CEDO); Todd Rawlings (CEDO); Rebeka Lawrence-Gomez (CEDO)

Meeting

Call to Order: Meeting was called to order by Director Pine at 4:00 PM

Introductions: Attendees introduced themselves – names, pronouns (if desired), and organization or agency with which they are connected

Old Business

Approve minutes from 11/12/24 meeting:

- *Deputy Chief of Staff Magee moves to approve minutes from 11/12/24 meeting, seconded by Director Pine, **motion passed unanimously.***

Public Forum: There were no comments during the public forum.

Note: Councilor Schachter joined the meeting at 4:05 PM and assumed the Councilor role on the committee.

New Business

- Director Pine introduced fiscal year 2025 (FY25) second round of Burlington Housing Trust Fund (BHTF) awards
- Director Pine shared a CEDO recommendation to not award capacity grants this round
- Committee members asked questions:
 - The next round of BHTF awards would be fall 2025
 - Councilor Litwin asked questions/provided comments about Shale Beach Condos project

- Councilor Schachter asked applicants what it would mean if their project was not funded this round of awards:
 - CHT:
 - *Shale Beach* – has most funding, actively seeking outstanding funding
 - Partial NMTC seeking this summer
 - Construction contract for rental includes foundation for Shale Beach
 - Full commitment of funding helps with allocations from other resources
 - *St. Paul* – fully funded for initial cost estimate – completing design/permitting for 10 new units
 - Request for gap from design and cost estimate revisions
 - Could receive BHTF funding later in the year
 - Pathways Vermont Soteria:
 - Renovating 141 Maple – 8 bedrooms
 - Under construction – existing conditions worse than anticipated
 - Because under construction now is the time to complete basement renovations and backyard
 - Cooperative Development Institute – North Avenue Co-op:
 - Water, wastewater and sewer infrastructure
 - Have funds for Stage 1 and anticipate starting soon
 - Stage 2 quotes anticipated soon – funding needs mean impact on community (financial and timewise)
 - If not funded by BHTF they would request more from other sources
 - COTS – Wilson:
 - Request is for upgrade to shared living space
 - Rent fixed at 30% of income
 - Anticipate positive impact on other projects
 - VREC – Purchase of 3rd Property:
 - Primarily volunteer run
 - Naturally occurring multi-unit 3-10 unit affordable buildings is focus
 - Partnering with landlords who do not want to displace tenants
 - Vermont Community Loan Fund – perpetual affordability through loan funds
 - 4, 2-bedroom apartments – has naturally occurring affordability
 - Community campaign for remaining down payment
 - Cathedral Square- McAuley Square:
 - Serves older adults 55 households (51 affordable)
 - Sprinkler and HVAC system repair
 - Critical for resident safety and work must be completed
- Committee members discussed requests
 - Director Pine proposed funding projects > \$100K at 54% and projects < \$100K at 70%
 - Other committee members did not choose this proposal
 - Councilor Litwin's priorities were:
 - COTS
 - Shale Beach Condos
 - North Avenue

- McAuley Square
 - Councilor Litwin questioned BHTF for Decker Towers security
- Deputy Chief of Staff McGee priorities were:
 - Full funding for Shale Beach – previously funded, close to completion
 - NAC funding
 - McAuley Square work
- Councilor Schachter's priority was
 - Full funding for CTOS project
- *Deputy Chief of Staff McGee moved to approve funding requests per the table below, seconded by Councilor Schachter, **motion passed unanimously.***

Organization	Project	BHTF Award
COTS	Wilson Renovations	\$30,310.50
Champlain Housing Trust*	Shale Beach Condos	\$527,348.42
CDI Development Fund, Inc.	North Avenue Co-operative	\$160,000.00
Cathedral Square Corporation	McAuley Square	\$35,903.00
Vermont Real Estate Co-op	Purchase Multi-Unit Building	\$41,500.00
Pathways Vermont	Soteria House	\$41,500.00

Adjournment

Meeting was adjourned by Director Pine