

Montpelier Housing Task Force
AGENDA
November 15, 2018
Montpelier City Hall – Council Chambers

1. Introductions and Approval of the Agenda
 2. Approval of Minutes of October 18th Meeting
 3. Public Comment
 4. Loan Funds Restructuring - Kevin
 5. Planning Commission Update – Kevin or Mike
 6. Sustainable Montpelier Coalition – Laura Biren
 7. Guidelines Update – Kevin, Polly
 8. Report on Legislation on State Owned Property – Jim, Polly
 9. Update on City Budget Process - Jack
 10. Transfer Tax Surcharge Research - Jack
 11. General Announcements and Updates
 12. Adjourn
-

Montpelier Housing Task Force Meeting Minutes
November 15, 2015

Members in Attendance

Jennifer Hollar (Co-Chair)

Polly Nichol (Co-Chair)

Mary Hooper

Jack McCullough (Council Representative)

Clare Rock

Brian Evans

Kevin Casey (Staff)

- 1. Introductions and Approval of the Agenda**
Jack made motion to approve agenda, seconded by Mary, and approved 6-0
- 2. Approval of October 18, 2018 Minutes**
Jack made motion to approve agenda, seconded by Mary, and approved 6-0
- 3. Opportunity for Public Comment**
Brian Evans of Montpelier asked to join the task force and he was unanimously welcomed. Brian works for Department of Children and Families as their CFO
- 4. Kevin presented the draft memo on the restructuring of the Community Development Loan Funds.**

Currently, the Department of Planning and Community Development manages seven different revolving loan funds (RLF's). Each of these RLF's were created from revenue derived from the repayment of loans made to community organizations to address issues ranging from housing, economic development, senior housing, and accessibility.

These Loan Funds are a way to accomplish the City's Housing and Economic Development Goals. However, different times and different circumstances require different tools and solutions.

Revolving Loan Fund	Intended Purpose/Restrictions
Unrestricted	No Restrictions , one of the oldest RLF's (originally CDBG funding for Woodbury College)
ADA	CDBG RLF intended to assist in ADA compliance issues
Montpelier Business Loan Fund MBLF	Funds to aid Small Business Development (1980's). Restrictions are self-limiting.
Living Well Heaton Woods Repayment	20 Year Deferred as of 2018. No additional payments anticipated.
Capital Plaza Loan Fund	50% for Housing /50% for Economic Development
Housing Preservation Grant (HPG)	Assist LMI Homeowners with repairs to preserve housing stock
Housing Trust Fund	Annual Appropriation to assist in Housing Development Projects or Homebuyer assistance. Housing Fund Guidelines

Proposal

The New Loan Funds will combine the existing loan funds into 3 distinct categories Housing, Economic Development, and Accessibility. By streamlining the number of funds to create 3 individual funds the Department will be able to quickly ascertain whether or not housing or economic development projects that are presented to the City will be eligible and meet the criteria for financial assistance through grants or loans.

The New Loan Funds would be reorganized into the 3 categories below:

Housing (HRLF)	Economic Development Infrastructure RLF	ADA Improvement RLF
Woodbury College	Capital Plaza	ADA
Capital Plaza	Montpelier Business Loan Fund	
Heaton Woods		
Housing Trust Fund*		
HPG		

Each of the new Loan Funds will have a series of guidelines that are developed in consultation with the City Council, State of Vermont Department of Housing and Community Development, Departments of Finance, Community Development, the Housing Task Force as well as working with the new Executive Director of the Montpelier Development Corporation (MDC). Each set of guidelines will outline the following:

Revolving Loan Fund Policies:

1. General Purpose of the Fund
2. Project Eligibility
3. Fund Priorities
4. Application and Approval Process
5. Interest Rates
6. Underwriting Criteria
7. Security/Collateral
8. Legal Requirements

Kevin explained that the 3 categories were selected based on the previous uses of the funds and that due to the self-imposed restrictions on many of these funds that they are inefficient. Kevin explained that he is proposing the elimination of the HPG program in Montpelier due to the following:

1. The program is duplicated by both Downstreet Housing and Community Development and Capstone Community Action, who have the staff and resources to administer the program
2. The needs of the residents that do access the program are often much greater than the loan limits of the loan fund.
3. These funds could be better utilized to achieve other city housing goals or assigned to Downstreet or Capstone in an effort to leverage their funds.

Mary asked whether or not Housing could take all of the funds since many of the restrictions are self-imposed. Kevin said it is possible however, some of these funds are already committed. For example the ADA fund is mostly depleted, since these funds were used to hire a consultant to complete the City's ADA Transition Plan, which is required by law.

Further, the City has had substantive discussion with Montpelier Development Corporation (MDC) to identify how these ED funds could be best leveraged to achieve both City's ED goals as well as the goals of the MDC.

The proposal was created in an effort to meet Council goals for housing, economic development, and accessibility.

Task Force members expressed conceptual agreement with the proposal to reorganize the funds but would like to discuss the details of the reorganization at the next meeting. Mary suggested a subcommittee be created to work out the details with Kevin.

5. Planning Commission Update-

Mike Miller was not able to attend the meeting however, he did send the following update via email to the Housing Task Force on November 9, 2018:

*"Good Morning everyone,
I wanted to give you all a quick update on the City Plan process that the Planning Commission started this summer. I noticed it was a topic of discussion for you next week. Since June the Commission has had an unfortunate string of months where they met only once per month due to holidays and vacations. They have used their remaining meetings to try to finish the zoning fixes that have been up for review. The Commission is finally wrapping that effort up in November and December but they are excited to get back to the City Plan in January. The Commission still has your work and will be identifying next steps to start reviewing and developing plan materials. The commission has some decisions to make and we will let you all know what's going on as soon as we have clear work plan."*

6. Sustainable Montpelier Coalition – Laura Biren

Laura could not attend due to schedule conflict. She will attempt to make it to the next meeting in December

7. Housing Trust Fund Guidelines Update :

The Housing Task Force is on the agenda for November 28, 2018 City Council meeting to present policy change recommendations prepared by the Task Force sub-committee on the Housing Trust Fund Guidelines. Polly Nichol, Jim Libby, Mary Hooper and Jo Troiano were the sub committee tasked with making the changes.

8. Report on Legislation on State Owned Property

Polly Spoke to John Davis formerly of CEDO regarding the idea of making state owned property available to housing agencies prior to disposal on the open market.

Brian Evans mentioned that this is the policy in the State of California.

Mary Hooper said she will have some research done by the state to identify the issues or challenges of priority being given to housing agencies. The idea will be discussed again at the next meeting.

9. Update on City Budget Process –

Jack mentioned that the budget process is getting underway and that the Task Force should be prepared to be involved to advocate for the increased funding as requested in their presentation to council in September. At a Council meeting in October he mentioned that funding for the Trust Fund is one of his highest budget priorities.

10. Transfer Tax Surcharge Research-

Jack said that he suspected that a charter change would be required. We would need the data to see how many sales and how much would be generated annually. Kevin will send along the sales data.

Polly noted that Burlington attempted to impose a transfer tax many years ago but were unsuccessful in getting their charter change through the Legislature.

11. Announcements

Vermont Interfaith Action will hold a meeting on Tuesday December 11th to talk about what has happened since they made housing a priority.

Clare Rock mentioned that she is on the Vermont Planners Association Subcommittee reviewing the statutory requirements of master plans.

Clare also suggested that the Housing Task Force should support efforts for increasing childcare as a critical need for Montpelier's future.

12. Next Meeting

Topics for the next meeting include: Revolving Loan Fund Consolidation Proposal, Possible Legislation Regarding State Owned Property, and Update on the Warming Shelter.