

**June 11, 2020 Virtual CD Board Meeting Minutes**  
**GoToMeeting (Access Code: 310-930-437)**

**Board Members in attendance:** Angus Chaney, Gregg Over, Maura Collins, Jonas Rosenthal, Elizabeth Ruffa, Lisa Sullivan, and Bruce MacLean, Cynthia Gubb joined at 11:26

**Staff Members in attendance:** Josh Hanford, Nathan Cleveland, Cindy Blondin, Julia Connell, Ann Kroll, James Brady, Juliann Sherman and Maxwell Krieger

**Other ACCD Staff were in attendance for certain projects**

Brett Long - Town of Swanton

Josh noted Angus Chaney willing chairing the meeting today because Cynthia Gubb is not able to join the meeting until late morning. Angus called the meeting to order at 9:02 a.m. There were no members of the public in attendance for Public Comment.

Josh welcomed new DHCD staff members, Maxwell Krieger, General Counsel, James Brady, Environmental Officer and Juliann Sherman Grants Management Specialist.

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

Nathan presented the open issues of the Town of Bridgewater's application to provide a \$340,000 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 asked about the status of the environmental review with the underground storage tanks. James Brady said he did not see any major red flags. Isaac said it is an abandoned building that is in good shape, it will be an adaptive reuse, but costs is high due to code requirements and mechanical items. Brian noted it's a 2400 sq. ft. building. He said the community fully supports the childcare center, as childcare is critical need for their community. He also noted the site is currently on the pickup and dropped off for kids. The childcare center is the anchor for the facility. Lynne stated the importance of the senior center as well. Lisa asked about the number of low- and moderate-income children that will be served. Angus liked the very creative plan for reuse of the building. Isaac said he would be submitting applications to 4 different funding sources within the next 45 days. He said the childcare center will be first to open. Angus asked what impacts the project would have if no funding or reduced funding this round. Angus asked if the award conditions were acceptable and the applicant said yes.

**Town of Hartford – Wentworth Community Housing Phase 2**

Nathan presented the open issues of the Town of Hartford's application to provide a \$412,000 Subgrant to Twin Pines Housing to construct 21 new apartments in two locations: 17 Units on Wentworth Way off of Sykes Mountain Avenue and four (4) units at 1965 Hartford Avenue, Wilder. 16 of the proposed 21 units will be affordable to households earning less than 80% AMI.

The following individuals came before the board to present on behalf of the Town of Hartford :Dan Fraser, Selectboard Chair (via phone), Brannon Godfrey, Town Manager, and Lori Hirshfield, Planning and Development Director of the Town of Hartford; Andrew Winter, Exec. Director, Twin Pines Housing Trust; and Samantha Dunn, Developer, Housing VT.

Questions, comments, and discussion raised by the board, staff, and applicant:

Angus asked about the 8 APV vouchers. Josh said the vouchers for the project came from Burlington Housing Authority and the state had a chance to reallocate those vouchers statewide. Maura said VHFA had to approve the project base vouchers to tenant base vouchers. Maura question if the hard costs per square foot listed is an error on page 5 of the analysis. Lori said the project works toward their Town plan goals, it has access to transit, and local businesses. Andrew noted it is highly shovel ready, final construction bids are in, and anticipate construction to start the end of July 2020. He said they have a high demand for units and already have a large waiting list. He said the Town's vacancy rate is at or below 1%. He noted VSHA approved 6 vouchers for the project not the original APV 8 vouchers. He said they have an MOU with the Upper Valley Haven. Samantha Dunn said Wentworth will have 17 units (8 1-bedroom flats and townhouse units, 8 2-bedrooms, and 1 3-bedrooms), construction costs is \$250 a square foot, all permits in hand, and all utilities will be electric. Maura asked if any units are targeted to the homeless, and how the partnership is with local Continuum of Care - COC. Andrew said they have a relationship with Upper Valley Haven, and everyone will come through COC and will receive services from the Upper Valley Haven. Dan Fraser said the project is very green, and Town is actively trying to address homelessness. Angus asked what impacts the project would have if no funding or reduced funding this round. Samantha said this is the last piece of funding and they would not be able to start in July, permits would be at risk need because they need to start by Aug 23, 2020. Angus asked if the award conditions were acceptable and the applicant said yes.

#### **Town of Johnson – Jenna's Sober Living Project**

Julia presented the open issues of the Town of Johnson's application to provide a \$500,000 Subgrant to Jenna's Promise LLC to rehabilitate and revitalize a vacant building in downtown Johnson into a coffee shop and supportive housing for people in recovery from substance use disorder. The coffee shop will be located on the lower level of the building with the housing on the upper level. Six bedrooms will house up to eight women in recovery.

The following individuals came before the board to present on behalf of the Town of Johnson: Dawn Tatro, Greg Tatro, Amy Tatro, and Barry Cohen, of Jenna's Promise; Brian Story, Town of Johnson and Seth Jensen, Lamoille County Planning Commission.

Questions, comments, and discussion raised by the board, staff, and applicant: Maura Collins asked about the new CDBG money coming for recovery housing and how much of this request was for the housing. Ann said we are still waiting for HUD rules to come out. Josh said he's not certain that funding would work since half of project is not about housing, the work program and job training fits into public facility. Amy said 40 people have been helped with sobriety through Jenna's Promise. She noted the biggest issues with folks for sobriety is homelessness and jobs. She shared a video of the project and went over activities of the project and said it will be ADA compliant. She's said they are working on Historic Tax Credits and will know in July and LCPC will be helping with General administration. Bruce asked how much staffing was needed to run the coffee shoppe. Amy said 7 people. Maura said the previous coffee shop closed and asked how this shop will be different. Amy said that other business had a better opportunity and left; it was successful. Barry said there is no other coffee shop in Johnson and no competition. Angus asked about the amount the residents would pay for the rental units. Amy said a \$100 a week and that's based on other sober living

projects. She said they are also partnering with Smugglers Notch resort, so there are other opportunities to gain employment. Angus asked what impacts the project would have if no funding or reduced funding this round. Amy would not be able to move forward on the project. Angus asked if the award conditions were acceptable and the applicant said yes.

#### **Town of Rockingham – Bellows Falls Garage**

Nathan presented the open issues of the Town of Rockingham’s application to provide a \$450,000 Subgrant to Windham and Windsor Housing Trust to support the renovation of the former Bellows Falls Garage located in the Bellows Falls Designated Downtown at 115 Rockingham St. The project will result in 26 new apartments, 20 of which will be affordable to households earning less than 80% AMI.

The following individuals came before the board to present on behalf of the Town of Rockingham: Gary Fox, Development Director, Town of Rockingham; Elizabeth Bridgewater, Executive Director, and Peter Paggi, Director of Real Estate Development, of WWHT; and Jeff Kantor, Consultant, JD Kantor Inc.

Questions, comments, and discussion raised by the board, staff, and applicant: Elisabeth said the condition of housing in Rockingham is poor, LMI rents are high. She said 42% of the Town’s population is renters and current zoning and development is dense and hard to find land to develop. Peter said the 26 new units that will be built will be 5 studios, 17 1-bedroom, 4 2-bedrooms and 5 units will be targeted to be homeless and they will be working with SEVCA for services. Gary said the project has full Selectboard approval, will be rehabbed back to its 1920 appearance, and will include removal of blight. Elisabeth said CDBG is the last piece of funding, all funding and permits are in place to begin construction in September 2020. Angus asked if the new construction estimate question was resolved for staff. Jonas asked if the project could apply for downtown tax credits. Nathan said the project is eligible, but they chose not to move forward with that due to timing. Peter said with the current economy tax credit investors are very limited now and banks are on the sideline. Angus asked what impacts the project would have if no funding or reduced funding this round. Peter said he’s gone through the current design and doesn’t know if there is any funding left to cut, and it would delay the project. He said we have already worked on reducing costs, reducing VCDP’s ask from \$450,000 to \$405,000. Angus asked how long the look would last with the different construction style. Peter said it’s a durable product and would last beyond his life span. Angus asked if the award conditions were acceptable and the applicant Peter said yes.

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

Julia presented the open issues of the City of Rutland’s application to provide a \$450,000 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 Melissa Disorda, 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 recused himself from this discussion. Julia said VHC funded this project and are trying to reduce a portion of the HTF committed to this project. Elisabeth Kulas said CDBG is the last piece of funding. Melissa said there has been an uptake in the number of homeless in Rutland City, and they need to find a more permanent solution to addressing homelessness. Mayor Allaire said the community is 100% behind the project. Maura asked about VHC funding. Elisabeth said VHC notified them about the reduction of HTF dollars. She strongly

feels this project fits better with VCDP funding and the Tuttle Block is better suited for NHTF. Angus asked what impacts the project would have if no funding or reduced funding this round. Elisabeth said if no funding this round, they would have to go back to drawing board and revisit how it impacts the budget and would need to would ask VHCB to keep funding. She said Rutland has a high number of people experiencing homelessness and this is the first project to address ending homelessness for the City. Angus asked if the award conditions were acceptable and the applicant Elisabeth said yes.

#### **City of St. Alban's – Almond Blossoms Schoolhouse Renovation**

Julia presented the open issues of the City of St. Alban's application to provide a \$500,000 Subgrant to Almond Blossoms Schoolhouse for the renovation and expansion of a childcare and pre-school facility, including property acquisition, building renovation, and site work to accommodate the expansion of services from a 30 child capacity up to a 60 child capacity facility.

The following individuals came before the board to present on behalf of the City of Albans: Chip Sawyer, City of St. Albans; Taylor Newton, NRPC; and Heather Garceau, Almond Blossom Schoolhouse (owner).

Questions, comments, and discussion raised by the board, staff, and applicant: Julia said this facility will be a 3-shift childcare center. Angus noted the lack of diversity of funding, only \$2,000 of municipal. Julia said the owner has taken a loan for the project and our program scaled them back to do the planning first. Chip said the City supports this project to purchase and renovate this property to double its capacity to provide childcare. Heather said they serve a lot of DCF children, which makes it tough when children are moved in and out of foster care homes and are not always notified in a timely manner of the move and they don't get paid when the child doesn't attend. She said they have kept their spots open for 2 or 3 weeks. She said 3 shifts are needed, they are a 4-star center and offer food. Chip said the project is in the designated downtown. Taylor said the Planning Grant will be submitting their final requisition for July 15 and the lease will be ending the end of September. Bruce asked the current ratio for staff to child. Heather said it depends on the age, additional staffing is helpful with children that have suffered trauma going from from foster home to foster home. Jonas asked about the other resources for the project. Taylor said they looked into USDA RD Community Facility and NBRC. Chip said NBRC and USDA fund public entities over private. Jonas asked about the high cost of general administration and downtown tax credits as a source. Angus asked what impacts the project would have if no funding or reduced funding this round. Heather said they already requested an extension on the original lease deadline of June 30, extra time is grim for the center it only allows for a small profit margin, 60 slots make it more financially secure. Angus asked if the award conditions were acceptable and the applicant all said yes.

Angus closed the meeting at 11:50 a.m. for lunch break and then called the meeting back to order 12:51 p.m.

#### **Town of Swanton – Leader Evaporator Project**

Nathan presented the open issues of the Town of Swanton's application to provide a \$1,000,000 Loan to Leader Evaporator to provide working capital necessary to retain 58 jobs and guarantee payroll for all 58 employees.

The following individuals came before the board to present on behalf of the Town of Swanton: Elisabeth Nance, Joel Clark, Chair of Selectboard, and David Jescavage Town Administrator of the Town of Swanton, Economic Development Coordinator; Jeff Smith, President, Leader Evaporator; Tim Smith, Franklin County Industrial Development Corporation; Reg Beliveau, Swanton Village Manager, and Mary Douglass.

Questions, comments, and discussion raised by the board, staff, and applicant: Nathan asked how does VCDP funding compliment the Farm Line of Credit. Elisabeth said she doubts they will be in business next sugaring season next season if they don't receive any assistance. Jeff said it's a \$9 million a year business for maple sugaring products from equipment to packaging. He said they employ multigenerational craftspeople. Bruce asked what percentage of Vermont sugar makers buy their equipment. Jeff said not all buy equipment but most all buy at least something through supplies. Cynthia asked if they were able to apply for PPP loan. Jeff said yes and they are on their last piece of that funding and are in full compliance. Gregg asked if the maple industry expanding or retracting. Jeff said before COVID it was expanding, but it looks as though the industry is rebounding. He said they have preseason commitment of about \$8 million in sales. Angus asked what impacts the project would have if no funding or reduced funding this round. Angus asked if the award conditions were acceptable and the applicant Joel said yes.

**November 7, 2019 Board Meeting Minutes**

**Cynthia made a motion to approve the draft minutes from the November 7, 2019 board meeting with minor edits noted by Angus on Page 2 and Page 6, Liz seconded the motion.**

**The motion carried 7 Yes - 1 Abstention - 0 No**

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

**Award Condition Extensions**

**Angus made a motion to approve the award condition extension list as presented by staff to extend each of the grants award conditions to November 1, 2020. Cynthia seconded the motion.**

**The motion carried 7 Yes - 1 Abstention - 0 No**

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

**Consent Agenda – Planning Grants**

**Josh went over what has been already allocated for planning grants this year and went over the HUD CAP for General Administration. He noted Dorset could seek Municipal Planning Grant funding. Ann noted that Brandon had some scope of work that was made ineligible and grants management staff are working with them.**

**Maura moved to fund the planning grants as presented on the Consent Agenda, Cynthia seconded the motion. The motion carried 7 Yes – 1 Abstention -0 No**

**Liz Ruffa recused herself for the Dorset PG discussion and voting.**

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

Municipality	Planning Grant Project Title	Funding Recommendation
Town of St. George	SGCC infrastructure study	\$46,072
Town of Brighton	Island Pond Preliminary Engineering	\$40,000

**Castleton - Enhancement**

Cynthia moved to fund the enhancement presented by the Town of Castleton for \$165,656 for Windy Hollow Mobile Home Park, Lisa seconded the motion. The motion carried 7 - Yes – 1 Abstention -0 No

Jonas Rosenthal recused himself for the Town of Castleton discussion and voting.

Bruce - Yes	Lisa - Yes
Greg - Yes	Mura - Yes
Cynthia - Yes	Jonas - Abstained
Liz - Yes	Angus - Yes

**Implementation Grants**

**Town of Swanton**

Cynthia moved to fully fund the Swanton Implementation Grant, Lisa seconded the motion. The motion carried 8 - Yes – 0 Abstention -0 No

Bruce - Yes	Lisa - Yes
Greg - Yes	Maura - Yes
Cynthia - Yes	Jonas - Yes
Liz - Yes	Angus - Yes

**Towns of Hartford, Johnson, Rockingham and City of St. Albans Implementation Grants**

Maura moved to fund the Towns of Hartford, Johnson, Rockingham and City of St. Albans Implementation Grants at the levels below. Cynthia seconded the motion. Angus is recusing himself for the voting and discussion on the City of Rutland’s application.

The motion carried 7 - Yes – 1 Abstention -0 No

Bruce - Yes	Lisa - Yes
Greg - Yes	Maura - Yes
Cynthia - Yes	Jonas - Yes
Liz - Yes	Angus - Abstained

Municipality	Implementation Grant Project Title	Funding Recommendation
Town of Hartford	Wentworth Community Housing Phase 2	\$247,200
Town of Johnson	Jenna’s Sober Living Project	\$300,000
Town of Rockingham	Bellows Falls Garage	\$242,745
City of St. Albans	Almond Blossoms Schoolhouse Renovation	\$500,000

The board requested a summary memo of what’s coming for funding and for Federal CARES ACT funding.

**Adjourn**

Angus adjourn the meeting at 2:47 PM