

Town of Proctor
Special Selectboard Meeting Minutes
Draft
January 23, 2017
5:30 P.M. – 5:40 P.M.

Board Members Present:

Bruce Baccei, Chair
Bill Champine
John Jozwiak
Joe Manning

Employees Present

Stan Wilbur

Others Present:

Elizabeth Kulas, Housing Trust of Rutland County
Melissa Disorda, Housing Trust of Rutland County
Lisa Miser
Tom Hogan, Planning Commission
Jodi Jones
Peg TV

I. Call to Order

The meeting was called to order at 5:30 p.m.

II. Approve Agenda

There were no changes to the agenda

I. VT Community Development Program Planning Grant Application Public Hearing

Chair Bruce Baccei opened the hearing and called on Elizabeth Kulas, Executive Director, Housing Trust of Rutland County to describe the proposed project and VCDP Grant request.

Hearing minutes are attached and make a part of these minutes.

Bill Champine make the motion to approve the Resolution for VCDP Grant Application Authority authorizing Elisabeth Kulas as the Contact Person and Stan Wilbur, Town Manager as the Authorizing Official. The motion was seconded by Joe Manning and unanimously approved. The Board members signed the resolution,

III. Adjourn

Bill Champine made the motion at 5:40 p.m. to adjourn the January 23, 2017 Special Selectboard Meeting. The motion was seconded by Joe Manning and unanimously approved.

VCDP Planning Grant Public Hearing
Vermont Marble Company Building (PG-2016-Proctor-00017)
Monday, January 23, 2017 | 5:30 pm | Proctor Library

Public Hearing Meeting Minutes

Attendees: Bruce Baccei, William Champine, John Jozwiak and Joseph Manning (Proctor select board); Stanley Wilbur (town manager); Tom Hogan (Proctor resident and member of the Proctor Planning Commission); Jodi Jones and Lisa Miser (Proctor residents); Elisabeth Kulas and Melissa Disorda (Housing Trust of Rutland County)

Call to Order: The hearing was called to order by Chairman Baccei at 5:30 pm.

Presentation: Elisabeth Kulas, Executive Director of the Housing Trust of Rutland County, shared with the group the details of the planning grant proposal which included that they would be asking for \$30,000 from the Vermont Community Development Program in the form of a Planning Grant to assess the former Vermont Marble Company's office building for the adaptive reuse purpose of housing. The funds would go towards evaluating the building, obtaining a current appraisal, a market study, environmental assessments, and legal and historical preservation work. An additional \$10,000 grant will be requested for this work from the Vermont Housing and Conservation Board. The total budget for the planning work is \$40,000.

Following an overview of the costs, Elisabeth shared the proposed timeline for this project, which is as follows: the VCDP application would be submitted in early February 2017, with the award decision coming in April, and access to funds in June of that same year. It is the Housing Trust's goal to wrap all planning work by September of 2017 so that a determination can be made as to the feasibility of the project. The project is found to be feasible than the funding for acquisition and rehabilitation would occur in early 2018 with construction to begin in the summer of 2018.

Elisabeth was asked as to where the funds for the actual construction came from to which she shared that the Planning Grant was solely for the purpose of ascertaining if the project was feasible and that it was deemed so that other funding sources would be sought, including, but not limited to Vermont Housing and Conservation Board; two different Housing and Urban Development (HUD) programs: HOME and Community Development Block Grant (CDBG); Historic Preservation Tax Credits; and Low Income Housing Tax Credits (LIHTC). Elisabeth highlighted that the tax credits generate private investment dollars for the project.

The question was then posed as to what the typical residents would look like when the project becomes housing. At that time Elisabeth shared that what the typical Housing Trust resident might look like: a retired person, a cashier at a local store, a para-educator at a local school, a young family starting out, just to name a few. In addition, for the project to utilize certain funding sources it has to include housing for great than 50% of the building's residents that is deemed affordable at a certain income level. The market study will be able to tell the group more about the need in Proctor once completed.

When asked how far out the market study projects Elisabeth shared that those analyses are not written based on a timeframe and that historically housing needs have not changed rapidly, but over decades.

Resolution: Chairman Baccei shared the resolution with the board, which passed the resolution unanimously.

As the select board distributed the resolution for signatures Elisabeth thanked the board, and the residents, for their support and stated that she looked forward to working with them on this project.

Tom Hogan, member of the Proctor Planning Commission, shared his enthusiasm for the project and shared that the Planning Commission fully supports this project.

Adjournment: The hearing was adjourned at 5:40 pm.

Respectfully submitted,
Melissa Disorda
Executive Assistant, Housing Trust of Rutland County