



Low income housing- supporting independence, creating opportunities

MINUTES

Brattleboro Housing Partnerships
Monday, May 23, 2022 4:30 PM

The meeting was warned on Facebook, the BHP website and in the Brattleboro Reformer:

You are hereby notified that the 4:30pm, May 23, 2022 regular meeting of Brattleboro Housing Partnerships will be held on "ZOOM" will operate in a hybrid format, combining both the physical location and the ability to attend and participate in the meeting via Zoom. The physical location will be at 206 Melrose Street, masks are required.

Join Zoom Meeting

<https://us02web.zoom.us/j/84876082452?pwd=WHhmeTJ6MVpJcjRYWXd4TnY0ZTlzUT09>

1- 888 788 0099 US Toll-free

Meeting ID: 848 7608 2452

Passcode: 702932

1. Call to order: The meeting was called to order at 4:30pm by Chair Janet Cramer, also present, Vice Chair Donna Rathbun , Commissioner Byron Stookey, Commissioner Elizabeth Harrison, and Christine Hazzard, Executive Director. BCTV representative attended and recorded the meeting. Commissioner Elisha Underwood was absent.
2. **Reviewed minutes from the April 25, 2022 meeting. Commissioner Harrison moved to accept, seconded by Commissioner Stookey, Approved 3-0 (Vice Chair Rathbun entered meeting after this motion.)**
3. Resident and Community Participation: No residents or community members attended the meeting.
4. COVID-19 Updates:
 - a. COVID Policy and Protocols: N95 masks required for all staff when entering apartments or meeting with residents in office spaces. Masks optional for residents, programming has started with food and drink. Covid testing available for all staff.
5. Staff Reports Review:
 - a. Property Manager Report:
 - i. Commissioners asked about rent percentages being high at Red Clover Commons 2: At smaller properties one or two households behind with rent can impact the percentage greatly.

It is the mission of Brattleboro Housing Partnerships to ensure the provision of quality low income and affordable housing within viable communities to support independence and create opportunity

- ii. VERAP (Vermont Emergency Rental Assistance Program) will continue to run through September 30, 2022 or beyond, subject to funding. BHP has received \$188,460.25 in funding from the program. \$30,630.97 in payments are pending.
 - iii. Residents are encouraged and supported in applying for the VERAP program however residents will receive termination notices if they carry large balances.
 - iv. Some households have exhausted VERAP funds.
- b. Resident Wellness and Services: ECC; Resident Services Coordinator; SASH Coordinator
- i. ECC (Employment and Education Coordinator) position has begun interviews.
 - ii. SASH expanding to Bellows Falls, this will be a half panel employed by BHP. Hiring will begin in summer of 2022
 - iii. SASH Flash reviewed and appreciated.
 - 1. Programs have increased with greater participation
- c. Section 8 and Grant Administrator report reviewed:
- i. 151 vouchers leased in Housing Choice Voucher program, Project based Voucher Program and Mainstream Voucher Program.
 - ii. Transitions to Housing only serving one family, they will move to Mainstream Voucher Program.
 - iii. Inspections are underway for Section 8 Voucher holders.

6. Financial Review:

- a. End of the year comparable incomplete when board packet was mailed. They will be included in Junes packet with Tax credit audit.
- b. April check listing reviewed
- c. Check signing assignments: June Liz, July Byron

7. Board Business:

- a. Board Orientation Committee:
 - i. The committee is waiting for review from Town attorney and Selectboard about briefing board applicants prior to being presented to the selectboard and an additional question added to the application which asks for applicants to meet with Board Chair and E.D. before being presented to the selectboard.
 - ii. Briefing materials were approved and should be sent prior to meeting with applicant.
- b. BHOI:
 - i. Commissioner Underwood and E.D. Hazzard met to finalize board member responsibilities and board description.

ii. Insurance application has been submitted and is expected to be completed in early June

8. Projects in Progress:

a. Melrose Terrace Flood Mitigation:

i. Sewer work in progress

ii. Plantings to begin in early June

iii. Roadway to be completed to connect George Miller drive and Melrose Office, then remaining road to be removed permanently.

iv. Main office will remain open throughout

b. Application for planning grant in process Chris Hart and Adam Hubbard are assisting with grant proposal.

c. SASH For All pilot has been funded

i. Hiring will begin summer of 2022 and will serve Ledgewood Heights and Moore Court

9. Commissioner Stookey motioned to adjourn, Commissioner Rathbun seconded the motion approved by a vote of 4-0

Christine Hazzard, Secretary, June 6, 2022