



*Low income housing- supporting independence, creating opportunities*

## MINUTES

Brattleboro Housing Partnerships  
Monday, February 27, 2023 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, February 27, 2023, 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 224 Melrose Street.

### 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 4:31 pm by Chair Elizabeth Harrison, also present, Vice Chair Elisha Underwood, Commissioner Patricia Green, Commissioner Gary Stroud, Commissioner Michelle Wright, and Christine Hazzard, Executive Director attended. BCTV representative attended and recorded the meeting.
2. The Board welcomed Michelle Wright to the BHP Board of Commisisoners. Commissioner Wright filled the position vacated by Commissioner Stookey on 12/31/2022. Commissioner Wright introduced herself: Professionally Michelle is an RN at Brattleboro Memorial Hospital. She worked clinically for many years and currently works in the Quality Assurance Department. She has lived in Brattleboro for 20 years and is interested in addressing homelessness, and understanding the social determinants of health related to housing. Commissioner Wright’s term expires 6/2024.
3. **Reviewed minutes from the January 9, 2023 meeting. Commissioner Stroud moved to accept, seconded by Commissioner Green, Approved 5-0**
4. Resident and Community Participation: No comments.
5. Staff Reports Review:
  - a. Annual Report for the town of Brattleboro: Reviewed no questions or comments.
  - b. Executive Directors Report: There were no questions or comments.

*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*

- c. Property Management Report:
  - i. There are 22 households with serious rent balances. They have been notified regularly about VERAP ending and balances. Support staff has assisted them in applying for additional funds.
  - ii. BHP does not offer repayment agreements. However, residents can pay extra to decrease the debt, or pay into court once they receive a termination notice.
  - iii. Some households have been able to pay off the debt by applying their tax refund or applying to SEVCA
- d. Resident Wellness and Services Report
  - i. Service newsletters reviewed:
    - 1. A tremendous amount of thought and time goes into the newsletters for the various programs.
    - 2. The board suggested to add diabetic recipes to the SASH newsletter.
  - ii. DRHO, SASH Annual Report: reviewed no comments.
- e. Section 8 program:
  - i. A Housing Quality Standards inspector was hired to work one day a week to complete all Housing Choice Voucher inspections.

6. Financial Review:

- a. December 2022 comparable, (Tax credit fiscal year end): reviewed
- b. January 2023 check listing: reviewed
- c. Check signing assignments: March: Vice-Chair Underwood, April Commissioner Stroud, May Commissioner Green
- d. AW Richards, Financial reimbursement from Evernorth: E.D. Hazzard met with the Evernorth and they are reviewing past funds owed to BHP as well as creating a plan for moving forward.
- e. Commissioner Wright will be added to the accounts as a signer

7. Board business:

- a. Draft policy reviewed: Grievance and Appeals for Applicants
  - i. The policy was reviewed, the changes include eliminating the administrative review and instead replace with an informal hearing, then a formal hearing if requested.
- b. Draft policy reviewed: Grievance and Appeals for Residents/ Participants
  - i. The policy was reviewed, the changes include eliminating the administrative review and instead replace with an informal hearing, the next step is a court hearing.
- c. The drafts will be sent to The Resident Advisory Communication Committee for reviews and comments and posted on the website and on properties.
- d. The board will vote on the draft proposal at the March regular board meeting.

8. Projects in progress:

- a. Melrose Terrace flood mitigation-
  - i. Survey in progress
  - ii. This should be completed in a month, then sent to the town for review.
- b. Melrose Terrace Re-Development:
  - i. Housing Subsidies needed

- ii. BHP is putting together a bid packet to hire an architect to assess current buildings and create initial drawings.
- iii. E.D. Hazzard meeting with Town Planner and Zoning Administrator to discuss the project.
- c. Vermont Housing Improvement Program (VHIP) review:
  - i. The board reviewed information and discussed the possibility of using this for part of the Melrose Project
  - ii. E.D. Hazzard to meet with VHIP administrator for the area.
- d. SASH for All Pilot Project
  - i. Grant was approved for \$50,000 for program evaluation, WWHT applied for the funding to be shared by BHP
  - ii. HCRS has not been able to hire for a mental health peer support for the program, the hiring process is ongoing.

9. BHOI:

- a. Recruiting for members with strong fundraising experience
- b. BHOI proposed applying for funds for technology at the family sites
- c. **Gary made a motion to approve BHOI to apply for grant funds for technology expenses, Commissioner Wright seconded the motion. Approved 5-0**

**10. Commissioner Green motioned to adjourn, Commissioner Stroud seconded the motion approved by a vote of 5-0**

*Christine Hazzard*, Secretary, February 28, 2023