



Notice of Regular Meeting

TO: Patricia Green Commissioner
Liz Harrison, Chair
Gary Stroud, Commissioner
Elisha Underwood, Vice Chair
Michelle Wright, Commissioner

You are hereby notified that the July 24, 2023, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at Moore Court Community Room, 22 Moore Court #2 Brattleboro VT at 4:30 PM

1. Call to order: The meeting was called to order by Chair Elizabeth Harrison. Also present were Vice Chair Elisha Underwood, Commissioner Michele Wright, Commissioner Gary Stroud, Commissioner Patricia Green, Executive Director Christine Hazzard. Two resident/community members as well as a BCTV representative who recorded the meeting.
2. Reviewed Minutes from the June 26, 2023 Meeting:
Motion to accept the minutes of June 26, 2023, made by Commissioner Stroud, seconded by Commissioner Underwood. Approved 5-0.
3. Resident and Citizen Participation: Two residents of Moore Court were in attendance. There was a discussion of the trash and the costs of the Town purple bags. ED Hazzard reported that they are doing an analysis of those costs and how they might be addressed. Suggestions made about increased education to reduce the amount thrown in them. Residents also suggested a community get together.
4. Executive Director:
 - a. Board report
 - i. Hiring process for SASH for ALL nurse is underway. SASH coordinator for SEA and Bellows Falls has been hired – David Wright. Conversations with HCRS about a mental health clinician imbedded in SASH for ALL.
 - ii. Audits are underway and going smoothly.
 - iii. Review of the engineers report on the flood mitigation at Melrose. It worked like it was supposed to. There are 5 acres devoted to the mitigation and 4.5 of them flooded and contained water that would have flooded farther downstream. Originally thought that in the dry season it could be treated as a park but given the nature of flash flooding this is unrealistic. So benches will be moved, etc.
 - iv. An RFQ for architectural services to review the buildings and use of Melrose will be noticed August 12-19. The responses to the RFQ are due September 22.
 - v. There was a question about why the collections and arrearages were so different at the different sites. ED Hazzard explained that much is due to the number of units at the site.

Also explained why family arrears might be more – they have fluctuating incomes and often hard to plan. Once behind it is almost impossible to catch up. So staff works with all those who are willing to work toward an agreement.

5. Staff Reports Review:

- a. Property review and Property Managers report: See above on collections.
- b. Resident Wellness and Services Report
 - i. The new software is going ahead. HUD has given a \$25,000 grant toward it.
 - ii. There was a discussion of children's lunches, the commodities program and the end of Everyone Eats.
- c. Section 8: A few questions. ED Hazzard will resend the training video that was developed.
 - i. There is an agreement with WWHT and Groundworks to use a limited number of vouchers to folks transitioning out of Corrections. WWHT will provide the housing, we the vouchers and GW will work with the residents. Biggest problem is finding adequate case managers.

6. Financial Review:

- a. June 2023 check listing – no questions -
- b. Check signing assignments: September – Commissioner Stroud, October – Commissioner Green

7. Special projects:

- a. Melrose Terrace Flood Mitigation
 - i. Engineer report 6/19/2023 See above under ED report.
- b. Melrose Terrace redevelopment
 - i. Review Architectural Services Request For Qualifications
 1. The timeline for this is. August 12-19 legal notice; September 1 bidders express interest; September 6 site walk through for potential bidders; Sept 13 potential bidders submit clarifying questions; Sept 15 BHP provides answers; Sept 22 deadline for bidders submissions.
 2. After discussion it was decided that Commissioner Wright would be the Board representative on the review committee. **A motion was made by Commissioner Wright, seconded by Commissioner Stroud to also ask ex Board Chair Janet Cramer to sit on the Review Committee. Motion was approved 5-0.**

8. Board Business:

- a. Proposed: Janet Cramer former Board Chair to assist BHP with Melrose Redevelopment and report to the board

9. BHOI- Brattleboro Housing Opportunities Inc.

- a. Commissioner Underwood offered her resignation from the BHOI Board. She has contacted some other people about serving. Unlike the Board of Commissioners which is a Governance Board, BHOI board is all about raising money. They are not responsible for carrying out programs but raising the money for identified programs. Suggestions are welcome to be given to ED Hazzard.

10. Adjourn: **Motion to adjourn made by Commissioner Stroud, seconded by Commissioner Underwood. Approved 5-0.**

