



Low-income housing- supporting independence, creating opportunities

MINUTES

Brattleboro Housing Partnerships
Monday, June 26, 2023, 4:30 PM

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

“You are hereby notified that the June 26, 2023, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at Hayes Court Community, 50 Garfield Drive Brattleboro VT at 4:30 PM”

1. Call to order: The meeting was called to order at 4:30 pm by Chair Elizabeth Harrison, also present, Commissioner Patricia Green, Commissioner Gary Stroud, Commissioner Michelle Wright, Executive Director Christine Hazzard and Section 8 Grants Manager David DeAngelis
BCTV representative attended and recorded the meeting.
Vice Chair Elisha Underwood was absent.
2. **Reviewed minutes from the May 22, 2023, meeting. Commissioner Stroud moved to accept, seconded by Commissioner Wright. Approved 4-0**
3. Resident and Community Participation: No comments.
4. Staff Reports Review:
 - a. Executive Directors Report:
 - i. Reviewed report with additional details about recent arrest at Moore Court and follow up with residents.
 - ii. Commissioner reviewed lease termination information:
 1. Since December 2022, we have had 28 households with lease termination notices for non-payment. And seven households with termination notices for cause.
 - a. Since then, 16 of the households have rectified the past due balances, and BHP is no longer in the process of terminating the lease.
 - b. Of the remaining 12 households, 2 have a court order to pay into court, and eight households have a court date in July to pay into court.
 - c. BHP has one writ asking for a tack order to respond to the termination notice.
 - d. BHP has not filed with the court for one household.
 - e. There are seven households with termination notices for cause; one case has been closed. The remaining six are awaiting court dates. Two of the

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.

six also have termination notices for non-payment. And are included in the above number.

b. Property Management Report:

- i. E. D. Hazzard explained the process of apartment turn overs, the waitlist and problems with lease up.
 1. The applications being pulled are often from several years prior. BHP needs to send follow up letters if the applicant does not respond.
 2. Applicants also change their mind at the last minute which can result in an additional month of vacancies.
 3. The section 8 program pays for two additional months HAP (Housing Assistance Payment) per vacancy.

ii. Commission Green made a motion to accept \$15,602.39 in write-offs (detailed below), Commissioner Wright seconded the motion, approved 4-0

\$517.17 Samuel Elliot Apts., Moved to nursing home
\$3435.70 Samuel Elliot Apts., Lease terminated for cause
\$9,849.59 Hayes Court, Lease terminated for non-payment
\$168.54 Hayes Court, Deceased
\$1,603.54 Hayes Court, Deceased
\$27.85, Hayes Court, Deceased
Total: \$15,602.39

c. Services Report

- i. Commissioner Wright asked about the continued collaboration between Senior Solutions and the SASH program.
 1. ED Hazzard reported that while Senior Solutions, like the other Councils on Aging from around the state will no longer sign the SASH MOU, the case managers have signed releases to continue to collaborate with SASH in supporting participants.
- ii. Program newsletters and event schedules reviewed.

d. Section 8 program:

- i. David DeAngelis attending meeting to discuss the Shelter Plus Care program and to answer any questions related.
 1. BHP has been offering the program which serves those that are chronically homeless for many years.
 2. Case Management case load capacity is currently stretched very thin.
 3. Shelter Plus Care is currently serving 17 participants, grant requires serving 23. The program could support 25 to 30 participants.
 4. David has met with the with the VT. Agency. of Human Services to collaborate in increasing access to the program.
 5. Currently participants enter the program through the Coordinated Entry process overseen locally by Groundworks Collaborative.
 6. The grant has already been renewed for next year.

7. E.D. Hazzard will send out link to recorded lunch and learn about Section 8 program for Commissioners to watch at their convenience.
5. Financial Review:
 - a. Tax credit audits reviewed: no comments or questions
 - b. May2023 check listing reviewed: no comments or questions
 - c. Check signing assignments: July - Commissioner Wright, August – Commissioner Underwood, September – Commissioner Stroud, October – Commissioner Green
 - i. **Commissioner Green motioned to distribute \$1300 gift to employee who retired after 25+ years and \$500 to two employees as bonuses for extra work during employee medical leave, Commissioner Stroud seconded the motion, approved 4-0**
6. BHOI : No updates
7. SASH For All pilot: Second year funding has been added to the VT State Budget for Fiscal year 2024.
8. **Commissioner Stroud motioned to adjourn; Commissioner Wright seconded the motion approved by a vote of 4-0**

Christine Hazzard, Secretary, July 5, 2023