



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 October 23, 2023 regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at Samuel Elliot Apartments Community Room, 107 Elliot Street, Brattleboro VT at 4:30 PM

The agenda for the meeting is as follows:

1. Call to order:
2. Review Minutes from the September 25, 2023 Meeting:
 - a. **Potential Motion: To accept the minutes of September 25, 2023 regular meeting**
3. Resident and Citizen Participation:
4. Executive Director:
 - a. Board report
5. Staff Reports Review:
 - a. Property review and Property Managers report
 - i. Write-offs:
 1. SEA: \$5585.96-Lease termination for non-payment
 2. SEA: \$2430.30- Moved to nursing home
 3. SEA: \$40.66- Lease termination for cause
 4. MC: \$5069.99- Lease Termination for cause and non-payment

Total: \$13,126.91
 - ii. **Potential Motion: Write off \$13,126.91 for two properties**

- b. Resident Wellness and Services Report
 - i. Program newsletters
 - c. HCV Administrator: Housing Choice Voucher Program, Shelter Plus Care, Report, FSS
 - i. Review Fair Market(FMR) Rents for 2024 with an increase of 10% over the HUD determined FMR for 2024
 - ii. **Potential motion: To accept the Fair Market Rents for 2024 with a 10% increase to the HUD determined Fair Market Rent for Windham County VT**
6. Financial Review:
- a. September 2023 check listings
 - b. August 2023 monthly comparable
 - c. Check signing assignments: November – Commissioner Harrison
7. Special projects:
- a. Melrose Terrace Flood Mitigation: see Executive Director Report
 - b. Melrose Terrace redevelopment
 - i. Architectural Services Request For Qualifications (RFQ) received
 - 1. Committee received copies of four proposals and met on 10/17 and 10/18
 - 2. **Potential Motion: Motion to accept the decision of the RFQ review committee for Architectural Services**
8. Board Business:
- a. Review increase to employee health insurance.
 - i. **Proposed Motion: Motion to accept a 95% BHP contribution to the 2024 Gold 1 MVP Plan for calendar year 2024**
 - b. Annual Board Meeting (brief explanation), November 13th at noon, Red Clover Commons
 - i. Board Officer Election will be held at Annual Meeting
9. BHOI- Brattleboro Housing Opportunities Inc.
- a. BHOI financial statement
 - b. BHOI update
10. Adjourn