



Low income housing- supporting independence, creating opportunities

Notice of Regular Meeting

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

Published in the Reformer and on BHP website:

"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"

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 Patricia Green, Executive Director Christine Hazzard, one resident/community member, a BCTV representative who recorded the meeting.
2. Reviewed Minutes from the September 25, 2023 Meeting:
Motion to accept the minutes of September 25, 2023, made by Commissioner Green, seconded by Vice Chair Underwood. Approved 4-0.
3. Resident and Citizen Participation:
 - a. One resident from Red Clover Commons was in attendance.
 - b. The resident asked about cleaning the floor of the parking garage. ED Hazzard responded that it has been put out to bid but no one has yet responded.
 - c. The resident requested that the thermostats be allowed to go above 76 degrees. ED Hazzard explained the heating system and why it is different than BHP other sites. They have electric heat and can be regulated in the apartment. RCC has a complicated geo thermal system that connected the entire building. A median temperature is set and the individual thermostats can only deviate 4 degrees up and 4 degrees down from that. Sometimes it seems colder because the air is moving so a diverter can be put in the apartment so the air does not move as much.
 - d. The resident wanted to know if they could hold a party/get together in the community room. It can be done as long as all residents are invited. Residents should check with property management.
 - e. The resident requested that seals be put around the doors to keep out cold air. ED Hazzard said she didn't know much about the doors but would pass it on to Maintenance.
 - f. ED Hazzard explained the different roles for the ED and the Board. Board sets the policy and assures compliance. The ED and staff are responsible for day-to-day operations. They can be contacted any time about property issues.

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

4. Executive Director:
 - a. Board report
 - i. Brattleboro Housing Partnerships (BHP) hosted a meetings with State legislators who are looking at the flood mitigation project as it relates to housing. They were impressed with the work at Melrose Terrace. Chris Hart testified at their meeting in Montpelier. .
 - ii. BHP hosted the annual meeting of Vermont Housing Finance Agency at RCC. Two of the main topics were housing retention and supportive housing. Josh Davis joined the meeting. It is exciting to have them hold their meeting down here.
5. Staff Reports Review:
 - a. Property review and Property Managers report:
 - i. Board reviewed vacancy and rent collection reports: Commissioner Green moved and Commissioner Underwood seconded accepting the report on write offs. It passed unanimously.
 - b. Resident Wellness and Services Report
 - i. A new SASH Coordinator has been hired. She currently works for another SASH program but wanted to be closer to home.
 - ii. Commissioner Green reported that there are a growing number of activities at SEA. They are very happy to have David Wright as the new SASH Coordinator there and he is very active and well received.
 - iii. Board appreciated all of the events and newsletters for residents.
 - c. Section 8: The fair market rent (FMR) was discussed. Last year the Board approved increasing it to 110% of the HUD amount. On a motion by Michelle Wright, seconded by Commissioner Green the Board approved raising it again to 110% of the HUD amount for 2024. It passed unanimously.
6. Financial Review:
 - a. ED Hazzard explained some details in the comparables. Administrative costs are below budget as are maintenance. Legal costs are up. The accountant is happy where we are at this point. ED Hazzard also explained that there may be some lump sums coming in – some is from recouping funds from the past for the RAD properties. The RCC rent increases were approved. This does not affect resident’s rent but means the payment from VSHA will be more.
 - b. Check signing assignments: November- Coard Chair Harrison December – Commissioner Wright.
7. Special projects:
8. BHOI:
 - a. ED Hazzard reported that a staff member, at Commissioner Stroud’s recommendation, attended the Town of Brattleboro Human Services Committee meeting. As a result BHP will be submitting a request for funds.
 - b. ED Hazzard reported that the playground funding requests are ongoing. But it is now time to order to be ready for installation in the spring. BHP will front the amount and keep fund raising to replace the spent amounts.
9. Board Business:
 - a. Annual Board Meeting will be held on November 13th at noon in the Red Clover Commons community room
 - i. Board Officer Election will be at Annual meeting

10. Executive Session: Commissioner Wright moved and Commissioner Underwood seconded a motion to enter into Executive Session to discuss potential contracts and personnel issue at 5:05. The motion was passes unanimously and the Board entered Executive Session. At 5:20 the Board came out of Executive Session and made two motions.
 - a. Commissioner Underwood moved and Commissioner Green seconded a motion to accept the contract for architectural services from gbA for the Melrose Terrace redevelopment. It passed unanimously
 - b. Commissioner Wright moved and Commissioner Green seconded a motion to approve the 95% BHP contribution to the MVP employee health plan for 2024. It passed unanimously.
11. Adjourn: **Motion to adjourn made by Commissioner Green, seconded by Commissioner Wright.. Approved 4-0.**

Christine Hazzard, Secretary, 10/11/2023