



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 September 25, 2023, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at Ledgewood Heights Community Room, 62 Ledgewood Heights # 29, 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, one resident/community member, BHP Special Projects Support Staff, Jeanette White as well as a BCTV representative who recorded the meeting.
2. Reviewed Minutes from the July 24, 2023 Meeting:
Motion to accept the minutes of July 24, 2023, made by Commissioner Green, seconded by Vice Chair Underwood. Approved 4-0. Commissioner Stroud arrived after the motion.
3. Resident and Citizen Participation:
 - a. One resident from Red Clover Commons was in attendance.
 - b. The resident asked the board to assign one full time staff member to be at each housing site and asked if they could be hired for the position. ED Hazzard reported that the current budget would not allow for six new full-time employees, however BHP has intentionally assigned Supportive Services staff to be on the properties, including applying for funding to expand the Supportive Services team. This shift in staffing comes after an assessment that property managers were primarily tasked with specific resident needs unrelated to the property or occupancy. There is a process for work orders, rent collection and complaints in place which property managers address daily.
 - c. The resident asked that the parking garage be cleaned, and the back windows washed. ED Hazzard said she would address these two needs with the Maintenance Manager and confirm if allowable in the current maintenance budget for this property.

4. Executive Director:
 - a. Board report
 - i. Brattleboro Housing Partnerships (BHP) hosted two meetings with representatives from the Federal Emergency Management Agency (FEMA) and the Vermont Department of Emergency Management (VDEM) this summer.
 - ii. The Request For Qualifications (RFQ) for Architectural Services was published, and the walkthrough for interested candidates was completed on 9/13/2023.
 - iii. BHP has met monthly with the Brattleboro Police Department to discuss ongoing safety concerns in many neighborhoods. The department agreed to attend coffee and chat events at several properties, beginning at the Samuel Elliot Apartments.
 - iv. The FY 2022-2023 auditors were at BHP offices in early September to review documents and files.
5. Staff Reports Review:
 - a. Property review and Property Managers report:
 - i. Board reviewed vacancy and rent collection reports: no questions
 - b. Resident Wellness and Services Report
 - i. The new software Apricot will be used to measure data.
 - ii. The board discussed asking for specific data in the future, a board representative could join the Wellness and Services Team to discuss which markers are needed.
 - iii. Board appreciated all of the events and newsletters for residents.
 - c. Section 8: No questions
6. Financial Review:
 - a. July and August 2023 check listing – no questions -
 - b. Check signing assignments: October – Commissioner Green, November- Coard Chair Harrison
7. Special projects:
 - a. Melrose Terrace Flood Mitigation
 - i. Engineer report 7/12/2023 reviewed. Repairs from the July Flood will take place in October.
 - b. Melrose Terrace redevelopment
 - i. The Request For Qualifications (RFQ) for Architectural Services was published, and the walkthrough for interested candidates was completed on 9/13/2023.
 - ii. Chris Hart, Development Manager, Janet Cramer and ED Hazzard attended
 - iii. Commissioner Wright will be on the selection committee.
8. Board Business:
 - a. Board reviewed draft of 2023 Procurement Policy: No questions
 - b. **Commissioner Stroud motioned to accept 2023 Procurement Policy to be effective immediately, Commissioner Wright seconded the motion, approved 5-0**
 - c. Board reviewed updates to Administration Plan based on Moving To Work (MTW) Supplemental Plan for FY 2022-2023 and 2023-2024 (This will be mailed separately from the packet.): No questions
 - d. **Vice Chair Underwood motioned to accept Updates to Administration Plan based on Moving To Work (MTW) Supplemental Plan for FY 2022-2023 and 2023-2024, Commissioner Green seconded the motion, approved 5-0**
 - e. 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

9. BHOI- Brattleboro Housing Opportunities Inc.

a. No updates

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

Christine Hazzard, Secretary, 10/11/2023