



*Low income housing- supporting independence, creating opportunities*

## **Regular Meeting Notes, July 22, 2024**

TO: Patricia Green Commissioner  
Gary Stroud, Commissioner  
Elisha Underwood, Chair  
Susan Walker, Commissioner  
Michelle Wright, Vice Chair

The meeting was noticed on Facebook, BHP website, and the Brattleboro Reformer. You are hereby notified that the July 22, 2024, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at 4:30 at the Moor Court Community Room, 22 Moore Court #2, Road, Brattleboro, VT

The agenda for the meeting is as follows:

1. Call to order: The meeting was called to order at 4:30 by Chair Underwood. Also present were Commissioner Green, Commissioner Walker, Commissioner Wright, ED Hazzard, Matt Attesi LEAP coordinator, one resident and BCTV representative. Commissioner Stroud was absent.
2. Welcome new Commissioner Susan Walker
3. Resident/citizen participation and questions: Resident thanked the Board and staff for maintenance painting the sidewalk/street at RCC. Wondered about a portable speed bump and return to coffee hours.
4. Review Minutes from the June 24, 2024 Meeting:
  - a. **Commissioner Wright motioned to accept the minutes of June 24, 2024 Meeting, Seconded by Commissioner Green. Approved 4-0.**
5. Staff Reports Review:
  - a. Executive Director report reviewed, and discussed the process of hiring a SASH Coordinator and a Resident Opportunity and Self Sufficiency Coordinator.
  - b. Property review and Property Managers report
    - i. A few comments on vacancies at RCC. There are two major reasons – waiting list and applications are processed by Vermont State Housing Authority not BHP and RCC was an older population and many have left RCC.
  - c. Resident Wellness and Services Report reviewed

*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*

- i. Services newsletters reviewed
    - ii. Matt Attesi, Learning, Employment, Academic Program (LEAP) Coordinator attending to discuss the program. Matt reviewed some statistics which showed increased incomes and participant goal setting. Matt explained the relationship between LEAP and SASH for All.
  - d. Section 8 Administrator: Housing Choice Voucher Program, Shelter Plus Care, Report reviewed
- 6. Financial Review:
  - a. June 2024 check listing reviewed
  - b. RAD Fiscal year 2023-2024 financial breakdown
    - i. A breakdown of the budget was prepared by ED Hazzard for the Resident Advisory Communication Committee. The information broke out what the average rent payments are, and where the expenses go by category. The information was shared to help explain the challenges to doing everything BHP would like to do on the properties.
    - ii. The board asked if a specific amount was needed to be set aside for capital reserves, and ED Hazzard confirmed that yes every property has a specific amount that must be put into reserves and this is done at all properties except for AW Richards which is unable to put money into reserves due to income loss.
  - c. Check signing assignments: August – Commissioner Green; September – Commissioner Wright, October – Commissioner Walker
- 7. Projects in progress:
  - a. Melrose Terrace Re-Development:
    - i. First phase of determining what is needed and reviewing funding sources has been completed. Next phase is to have actual costs allocated to the plans and to hire contractors to evaluate pursuing Historic Preservation funding, Civil Engineering, Geotechnical evaluation for geothermal, a cost estimator, and Environmental Site Assessment (ESA).
  - b. HOTMA: Housing Opportunity through Modernization Act and Moving To Work Supplemental Plan- Hearing will be October 7, 2024 at Hayes Court Community room at 4:00 PM
- 8. BHOI- Brattleboro Housing Opportunities Inc.
  - a. BHOI financial statement
    - i. received \$1000 from 802 Credit Union for the playground.
- 9. Board business:
  - a. BHP Employee Appreciation -
    - i. Commissioner Green and Stroud plan to meet soon to review.
  - b. BHP Board retreat
    - i. The retreat will be held sometime in September/October for board development.
- 10. Executive Session:
  - a. **Motion to enter into Executive Session to discuss specific resident related issues made by Commissioner Green, Seconded by Commissioner Wright. Approved 4-0.**

11. Adjourn

- a. **Motion to adjourn was made by Commissioner Green, Seconded by Commissioner Walker at 5:22. Approved 4-0.**