



Low income housing- supporting independence, creating opportunities

Regular Meeting Notes June 24, 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 June 24, 2024, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at 4:30 at the Red Clover Commons Community Room, 30 Fairground 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 in attendance were Vice Chair Wright, Commissioner Green, Commissioner Stroud, Executive Director Hazzard, James Griffin BHP Fee Accountant, David Wright SASH Coordinator, RCC resident and BCTV representative
2. Welcome new Commissioner: Chair Underwood welcomed the new Commissioner, Susan Walker, who could not attend due to a prescheduled conflict. She is looking forward to attending future meetings. The other Commissioners joined Chair Underwood in welcoming Commissioner Walker.
3. Resident/citizen participation and questions: A resident has some questions concerning the policy on guns at the sites. There is no prohibition in Vermont state law about carrying a gun. Vermont law allows for open or concealed carrying of weapons. The use of any weapon in a manner that would be considered a threat or has the potential of harming people, animals or property is prohibited. If there are concerns with the use of guns that should be reported to the police and Property Management.
4. Review Minutes from the May 20, 2024 Meeting:
 - a. **Motion to accept the minutes of May 20, 2024 Meeting made by Commissioner Stroud, Seconded by Commissioner Green. Approved 4-0.**
5. Staff Reports Review:
 - b. Executive Director report:
 - i. ED Hazzard added two things to the report. The HVAC at RCC is in the process of being repaired. It was expensive with an \$106K estimate and time consuming (this has been in process since March) but should be very near finished. Meanwhile the geothermal system has continued to move cool air through the building and residents have been given permission to install temporary window air conditioners.

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

- ii. On evening of June 20th during a large wind storm a huge tree came down and damaged two apartments at Moore Court. One apartment was unoccupied. The other had a family that had to be relocated. They are currently in a motel and will be moved to temporary lodging until a permanent apartment is available.
- c. Property review and Property Managers report
 - i. There have been a significant number of transfers. This causes some backlog in leasing up new people. This also increases apartment turn-over costs which but is necessary.
- d. Resident Wellness and Services Report
 - i. SASH Flash and LEAP newsletter
 - 1. The Board remarked that the LEAP charts are very helpful.
 - 2. The Board questioned why resident income has increased and resident contribution of rent revenue decreased.
 - 3. Explanation: some households have increased their income, however their portion of the rent has not been raised because of BHP's three year recertification process through Moving To Work. While some people's incomes have gone down and they are entitled to a reduction in rent under the safe harbor of the program.
- e. Section 8 Administrator: Housing Choice Voucher Program, Shelter Plus Care, Report reviewed without comment.

6. Financial Review:

- f. March 2024 End of the fiscal year 2023-2024 comparable
- g. May 2024 monthly comparable
 - i. Contracts and supplies were up in maintenance.
 - ii. Internal transfers were beyond budgeted amount.
 - iii. Have a healthy reserve and have not yet used it for purchases.
 - iv. Two large purchases that were not budgeted for – new truck and replacing laundry equipment.
- h. Tax credit audits 2023: Red Clover Commons 1 and 2 and A.W. Richards
 - i. Good audits – no findings. Management doing good job.
- i. BHP audit will begin in August.
- j. Check signing assignments: July – Commissioner Green; August – Commissioner Green; September – Commissioner Wright

7. Projects in progress:

- a. Melrose Terrace Re-Development:
 - i. Representative Balint has chosen our request for \$1.3M for the redevelopment of Melrose Terrace. It now goes before the House for approval.
 - ii. Staff will be surveyed for input on new office space needs.
 - iii. The Letter Of Map Revision has been approved by FEMA. All buildings are out of the 100 year flood plain. A small corner is in the 500 year flood plain. Those buildings will be constructed to be flood resistant.
- b. SASH for All Pilot Project:
 - i. It is in the 2025 Congressional Directed Spending for current program and expansion.

- c. HOTMA: Housing Opportunity through Modernization Act
 - i. These are changes that are coming from HUD and will have to be incorporated into our Administrative Plan. The Board will take action in October. In the meantime it will be drafted and open for public comment.
- 8. BHOI- Brattleboro Housing Opportunities Inc.
 - k. BHOI financial statement
 - i. A \$20k donation from the Shapiro Family Trust was received for the playground. Board members are being sought.
- 9. Board business:
 - l. BHP Employee Celebration
 - i. The Board would like to do something to show appreciation to staff. Commissioner Stroud and Commissioner Green volunteered to work on this.
 - m. BHP Board retreat
 - i. A Board Retreat will be held sometime in September. This will not deal with decisions of Board business but rather Board development.
- 10. Adjourn: **Motion to adjourn was made at 5:25 by Commissioner Stroud and seconded by Commissioner Green. Approved 4-0.**