



Low income housing- supporting independence, creating opportunities

Regular Meeting Notes March 25, 2024

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

The meeting was noticed on Facebook, BHP website, and the Brattleboro Reformer.

You are hereby notified that the March 25, 2024, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held on "ZOOM"

<https://us02web.zoom.us/j/84876082452?pwd=WHhmeTJ6MVpJcjRYWXd4TnY0ZTIzUT09>

1- 888 788 0099 US Toll-free

1. Call to order: The meeting was called to order by Chair Elizabeth Harrison at 4:34 pm. Also present were Vice Chair Elisha Underwood, Commissioner Michele Wright, Commissioner Patricia Green, Commissioner Gary Stroud (technical difficulties, arrived later) Executive Director Christine Hazzard, BCTV Representative recorded the meeting.
2. Reviewed Minutes from the February 26 meeting:
Motion to accept the minutes of February 26, 2024 as is made by Vice Chair Underwood, seconded by Commissioner Wright. Approved 4-0.
3. Resident and Citizen Participation: No residents or other citizens were present.
4. Staff Reports Review:
 - a. Executive Director report. ED Hazzard reviewed the Operating Cost Adjustment Factor (OCAF), a HUD form that allows rents to be adjusted.
 - i. **Motion: Commissioner Stroud moved to accept the rent adjustments as allowed by the OCAF. Seconded by Commissioner Wright. Approved 5-0**
 - b. Property review and Property Managers report
 - c. Resident Wellness and Services Report reviewed.
 - i. SASH Flash and newsletters: Reviewed Learning Education Academic Program initial program results
 1. SEVCA has now become core partner in SASH for ALL and has signed the MOU
 - d. HCV Administrator: Housing Choice Voucher Program, Shelter Plus Care, Report reviewed.
5. Financial Review:

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

- a. January 2024 comparable, (Tax credit fiscal year end), reviewed
 - b. February comparable completed, however not in time for packet. It was used in creating the budget.
 - c. Fiscal Year 2024-2025 Budget reviewed. Losses were due to AWR, RAD nonpayments, employee benefits, and turnovers. Not to be alarmed. Melrose Terrace is not reflected in this budget.
 - i. **Motion: Commissioner Green moved to accept the Fiscal Year 2024-2025 budget, seconded by Commissioner Stroud. Approved 5-0.**
 - d. Check signing: April– Commissioner Green; May- Vice Chair Underwood; June-Commissioner Stroud.
6. Projects in progress:
- a. . Melrose Terrace Re-Development: Reviewed statement of work and development overview - Cost is estimated to be \$11M. Commissioner Wright is the board representative meeting with architects and development consultant. They will now be finalizing the funding resources and costs.
 - b. SASH for All Pilot Project: six-month report reviewed.
 - i. BHP and WWHT in collaboration with Cathedral Square are appealing to State for funding.
7. BHOI- Brattleboro Housing Opportunities Inc.
- a. BHOI has now raised \$90,375 for the playground. Equipment will be delivered April 29, community build on May 3 & 4.
 - b. Also received a total of \$10,000 (Agnes Lindsay Foundation =\$5000, Northeast Delta Dental Foundation = \$5000) for the Oral Health project.
 - c. Received \$9,900 from Hannaford for cooking classes and community meals once a month at RCC, HC and SEA.
8. Board Business:
- a. Chair Harrison asked for a motion to accept her resignation from the Board.
 - i. **Motion: Commissioner Stroud motioned kindly and humbly to accept Chair Harrison’s resignation. Commissioner Greene seconded the motion. Approved 4-0**
 - ii. **Motion: Commissioner Stroud motioned to appoint Commissioner Underwood as Chair. Seconded by Commissioner Wright. Approved 4-0**
 - iii. **Motion: Chair Underwood moved to appoint Commissioner Wright as Vice-Chair. Seconded by Commissioner Stroud. Approved 4-0**
9. **Motion to adjourn meeting was made by Commissioner Stroud and seconded by Commissioner Green. Approved 4-0 at 5:25 pm.**

Christine Hazzard

BHA Secretary
4/12/2024