



Low income housing- supporting independence, creating opportunities

Regular Meeting Notes March 24, 2025

To: Commissioner Patricia Green
Commissioner Gary Stroud
Chair Elisha Underwood
Commissioner Suzie Walker
Vice Chair Michelle Wright

The meeting was noticed on Facebook, BHP website, and the Brattleboro Reformer. You are hereby notified that the 4:30pm, March 24, 2025 regular meeting of Brattleboro Housing Partnerships will be held on "ZOOM" will operate in a hybrid format, combining both the physical location and the ability to attend and participate in the meeting via Zoom. The physical location will be at 224 Melrose Street.

The agenda for the meeting is as follows:

1. Call to order: Chair Underwood called the meeting to order at 4:30 p.m. Also present were Vice Chair Wright, Commissioner Green, Executive Director Hazzard, BHP Fee Accountant James Griffin and the BCTV representative. Commissioners Stroud and Walker were absent.
2. The February 24, 2025 meeting did not have a quorum, the minutes from both the January 13 and February 24, 2025 Regular Meetings were reviewed.
 - a. **Motion to approve the minutes from January 13, 2025 and February 24, 2025 was made by Vice Chair Wright, seconded by Commissioner Green. Approved 3-0.**
3. Resident and Citizen Participation: There was no public present.
4. Staff Reports:
 - a. Executive Director Report:
 - i. A new Section 8 Administrator has been hired and will begin on April 7, 2025.
 - ii. The tax credit audits are close to completion.
 - iii. The OCAF (Operating Cost Adjustment Factor) was reviewed and rent adjustments. The OCAF will be adjusted annually for all properties on April 1st. There was a discussion of how the rent increases impact residents.
 - iv. **Motion to accept the increase in RAD Contract rents as of April 1, 2025 as listed below was made by Vice Chair Wright, seconded by Commissioner Green Approved 3-0.**
 1. For Hayes Court and Samuel Elliot Apartments the rents will increase from:
 - a. 0 bedroom: From \$742 to \$780
 - b. 1 bedroom: From \$812to \$854
 - c. 2 bedroom: From \$994 to \$1045

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

2. For Ledgewood Heights and Moore Court the rents will increase from:
 - a. 0 bedroom: From \$700 to \$742
 - b. 2 bedroom: From \$938 to \$994
 - c. 3 bedroom: From \$1,172 to \$1242
 - d. 4 bedroom: From \$1,409 to \$1493
 - e. 5 bedroom: From \$1,558 to \$1651
- b. Resident Services and Staffing Director Report.
 - i. ED Hazzard reviewed the data that has been collected since January. There will likely be some changes in the way it is collected and reporting going forward. Board will review each month to make recommendations.
 - ii. WWHT has shared their data collection for police incident reports. BHP will begin using the same collection and reporting system.
- c. Occupancy Report.
 - i. Vacancies are being filled.
 - ii. Letters are being sent to residents when they begin to fall behind in rent. This had been done before COVID. This has dramatically increased the rent collections. While some residents find the letters annoying or offensive, they are a gentle reminder so residents don't fall far behind.
5. Financial Review:
 - a. The January Monthly Comparable was reviewed.
 - i. The main issue right now is the high cost related to the amount of snow removal this winter. These amounts will show up in the March comparable.
 - b. Check signing assignments: March – Chair Underwood, April – Commissioner Green, May – Vice Chair Wright.
 - c. **Motion to enter into Executive Session to discuss personnel salary adjustments made by Vice Chair Wright, seconded by Commissioner Green. Approved 3-0.**
 - d. Entered Executive Session.
 - e. **Motion to resume regular meeting made by Commissioner Green, seconded by Vice Chair Wright, Approved 3-0.**
 - f. Discussion of when to use reserves and when to use operating funds for large capital projects – like laundry room replacements, new maintenance trucks, etc.. No decisions made – will review more closely at end of Fiscal Year.
 - g. **Motion to Approve FY 2025-2026 BHP budget made by Vice Chair Wright, seconded by Commissioner Green. Approved 3-0.**
6. Special Projects:
 - a. Melrose Terrace Redevelopment.
 - i. An RFP has been released for an attorney for the project.
 - ii. An appraisal will be done on Monday March 31st.
 - a. Safety update:
 - i. Safety training for all staff was facilitated by Sheriff Mark Anderson
 - ii. A meeting with Brattleboro Police Department is scheduled for Samuel Elliot Apartments (SEA) in early April.
 - iii. More BPD and Security officers hours allocated to SEA – Commissioner Green reported that it is making a difference and is helpful.
 - iv. The doors by the underpass will be replace. Windows in first floor hallway permanently locked as approved by Brattleboro Fire Department.

7. BHOI: update.
 - a. The by-laws were approved at the March 19th meeting.
 - b. The board reviewed and approved was the process for funding needs/opportunities. They will next focus on the finances.
8. Going forward there will be an agenda item for Executive Session to be used when needed.
9. **Motion to adjourn as 5:33 made by Commissioner Green, seconded by Vice Chair Wright,
Approved 3-0**

Christine Hazad

**BHP Secretary
April 1, 2025**