



*Low income housing- supporting independence, creating opportunities*

## **Regular Meeting Notes May 12, 2025**

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

Public hearing notice published 4/29/2025

Brattleboro Housing Partnerships will be implementing required HUD changes in its Section 8 program effective July 1, 2025. Most changes are administrative or clarification in nature. The proposed changes are available for review at [brattleborohousing.org](http://brattleborohousing.org) under Organizational Updates. A public hearing will be held May 12, 2025 at 4:30 at Ledgewood Heights Community Room at 62 Ledgewood Heights # 29, Brattleboro VT to review the changes. The regular monthly BHP Commissioners meeting will be held directly after the hearing in the same location.

1. Call to order: The meeting was called to order at 4:30 by Chair Underwood. Also present were Commissioner Underwood, Commissioner Wright, Commissioner Walker, Commissioner Green, Commissioner Stroud, Executive Director Hazzard, Resident Services and Staffing Director Morrisette, SASH For All Clinician Jeff Rose, BHP staff Jeanette White
2. **Motion to Open the Public Hearing to review the HUD required Housing Opportunity Through Modernization Act (HOTMA) changes to the Administrative Plan for July 1, 2025 implementation made by Commissioner Stroud, seconded by Commissioner Green. Approved 5-0.**
  - a. Public comment: No public was present. A short explanation of the changes was made by ED Hazzard.
3. **Motion to adopt the HUD required Housing Opportunity Through Modernization Act (HOTMA) changes to the Administrative Plan for July 1, 2025 implementation made by Commissioner Green, seconded by Commissioner Stroud. Approved 5-0.**
4. **Motion to close the public hearing at 4:45 made by Commissioner Stroud, seconded by Commissioner Wright. Approved 5-0.**
5. Review the Minutes from March 24, 2025 Regular Meeting:
  - a. **Motion to accept the minutes of March 24, 2025 Regular Meeting made by Commissioner Stroud, seconded by Commissioner Green, Approved 5-0.**

*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*

6. Review Minutes from May 1, 2025 Special Meeting:
  - a. **Motion to accept the minutes of May 1, 2025 Special Meeting made by Commissioner Stroud, seconded by Commissioner Walker, Approved 5-0.**
7. Staff Reports:
  - a. Executive Director Reports dated April 10 and May 2, 2025 reviewed:
    - i. The issue of nonresidents vandalizing at SEA has been resolved due to coordination with the Brattleboro Police Bratt Team. Ongoing issue with disruptive resident is being addressed.
    - ii. Ledgewood Heights laundry room is completed, safety meeting at Ledgewood Heights generated a lot of interest from residents. Jeff spoke of the feeling of community and the trust being built to help address problems as they arise. Having SASH For All present has been positive.
    - iii. Tracy Odel, Section 8 Administrator has started, a part-time accounting assistant has been hired. ED Hazzard focusing on finances.
  - b. Occupancy Director reports dated March 2025 and April 2025 reviewed
    - i. Units has been leased up and there are now very few vacancies, both at RCC and AWR.
    - ii. Rent collections are up, potentially lessening the cost of legal for non payment.
    - iii. Discussion of having property managers on site. As most of the issues brought to them when they were on site were not property issues but complaints and other issues, it seemed better to institute a complaint process and have service staff on site.
  - c. Resident Services newsletters and calendars reviewed
8. Financial Review: ED Hazzard reported that we are taking it a day at a time as we close out the year. So far nothing has happened to be worrisome, however we will know more once all snow invoices are entered.
  - a. February 2025 Monthly Comparable reviewed
  - b. March and April 2025 check listing reviewed
  - c. Check signing assignments: May- Vice Chair Wright; June – Commissioner Walker, July – Commissioner Stroud, August – Commissioner Green.
9. Special Projects update:
  - a. Melrose Redevelopment: review April 11 and May 2, 2025 updates
    - i. Congresswoman Balint visited and was impressed with the project and expressed support.
    - ii. VHFA board meeting end of June for financing.
    - iii. RFQ for attorney resulted in little interest, BHA is meeting with one interested firm
    - iv. Community meetings will be held the end of June, facilitated by Cor Trowbridge.
  - b. Safety
    - i. Resident Services Staff continues to attend the weekly Situation Table meeting.
    - ii. Regular meetings at Ledgewood Heights, and other sites are needed.
  - c. Resident Survey : On hold due to staffing issues, will resume once Finance Department is staffed and trained.
  - d. AWR refinancing: Refinance application approved by the Vermont Community Loan Fund. The Board will need to hold a special meeting to approve before the June 1, 2025 closing.
10. Board Business: No board business presented

11. BHOI: update

- a. The BHOI Board is working on protocols for fundraising and projects. They would like to learn more about BHP in general and have requested a tour of the properties.

12. **Motion to adjourn at 5:45 made by Commissioner Stroud, seconded by Commissioner Green,  
Approved 5-0.**

*Christine Haggard*

**BHP Secretary**

**May 23, 2025**