



Low income housing- supporting independence, creating opportunities

Regular Meeting Minutes July 28, 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 July 28, 2025, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at 4:30 at the Hayes Court Community Room, 50 Garfield Drive, Brattleboro, VT

Present

The agenda for the meeting is as follows:

1. Call to order: The meeting was called to order by Chair Underwood at 4:30. Also present were Commissioner Green, Commissioner Stroud, Commissioner Walker, Vice-Chair Wright and Executive Director Hazzard. Seven members of the public were present
2. Review Minutes from the June 23, 2025 Regular Meeting:
 - a. **Motion to accept the minutes of June 23, 2025 Regular Meeting made by Commissioner Stroud, seconded by Commissioner Walker, Approved 5-0.**
3. Resident and public participation: There were concerns and discussion about the potential locking of exterior building doors at Hayes Court, elevator maintenance, trash removal and reporting mold.
4. Staff Reports:
 - a. Executive Director Report reviewed: ED Hazzard reported that a Finance Director has been hired and that the positions of Bellows Falls SASH Coordinator and SASH for All nurse are still open with interviews taking place.
 - b. Occupancy Director report:
 - i. Write off's:

a. Samuel Elliot Apts.:	\$54.23- moved to higher level of care
	\$604.00- Lease termination in process
Moore Court	\$358.19-Lease termination in process
Total	<u>\$1,016.42</u>
 - ii. **Motion to approve write-offs totaling \$1,016.42 for Samuel Elliot Apts. and Moore Court made by Commissioner Green, seconded by Vice-Chair Wright, 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

- c. Housing Data reviewed
- d. Program Data reviewed
- e. Resident Services and Staffing Director report reviewed
- f. Resident Services newsletters and calendars reviewed

5. Financial Review:

- a. June 2025 Comparable reviewed: ED Hazzard explained some of the differences, for example electricity costs were under budget primarily because BHP incurred a credit in the last fiscal year.
- b. Reviewed June 2025 check listing and documentation of checks over \$10,000.
- c. Reviewed potential cost savings/ revenue increase measures – ED Hazzard reviewed the potential cost saving measures that the Board requested at their June meeting including: laundry machine fees, security contract costs, individual washer/dryer fees at Moore Court, trash removal, air conditioner fees, contracted snow removal. No actions were taken and the issues will be addressed at a future meeting.
- d. Check signing assignments: August – Commissioner Green, September – Commissioner Underwood, October – Vice -Chair Wright.

6. Special Projects update:

- a. Melrose Redevelopment update:
 - i. Reviewed Melrose Terrace neighborhood meeting Q and A. ED Hazzard reported on the neighborhood meeting and said the Q&A will be on the website under Melrose Terrace Redevelopment. The meeting was positive with neighbors happy the buildings would be preserved and that the site would be used to house seniors. RFP has gone out for construction contract. BHP will soon begin to look for new office location.
- b. Safety: Locks are being installed on the exterior doors at Moore Court
- c. Resident Survey: The survey is being conducted throughout the month of July

7. Board Business:

- a. Review Procurement Policy
- b. Review RAD Replacement Reserve policy draft
 - i. **Motion to approve RAD Replacement Reserve Policy made by Commissioner Stroud, seconded by Commissioner Green, approved 5-0.**
- c. Review addition to Workplace Health and Safety Policy
 - i. **Motion to approve addition to the Workplace Health and Safety Policy to be added to personnel policy made by Commissioner Stroud, seconded by Commissioner Walker, approved 5-0.**
- d. Other board business (as needed)

8. BHOI: ED Hazzard reported that the BHOI Board toured all the BHP properties for their July meeting. This is the first year that a full 990 has to be filed with the IRS. In the past the budget was small enough that the postcard option was available. BHOI is contracting out for the completion of the tax filing.

9. **Motion to enter into Executive Session to discuss personnel was made by Commissioner Stroud, seconded by Commissioner Green, approved 5-0.**

10. **Motion to come out of Executive Session made by Commissioner Stroud, seconded by Commissioner Green, approved 5-0.** It was reported that no decisions were made nor action taken in Executive Session.

11. **Adjourn Motion to adjourn made by Commissioner Stroud, seconded by Commissioner Green, Approved 5-0.**

Christine Haggard

**BHP Secretary
August 19, 2025**