



Low income housing- supporting independence, creating opportunities

Regular Meeting Minutes June 23, 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, June 23, 2025 regular meeting of Brattleboro Housing Partnerships will be held at Moore Court Community Room on School Street, Brattleboro

Present

The agenda for the meeting is as follows:

1. The meeting was called to order at 4:30 by Chair Underwood. Also present were Vice-Chair Wright, Commissioner Walker, and Executive Director Hazzard. Present via Zoom were Commissioner Green and Commissioner Stroud and BHP Accountant James Griffin.
2. The board reviewed the minutes from the May 12, 2025 Regular meeting and the May 23, 2025 special meeting.
 - a. **Commissioner Walker motioned to accept the minutes of the May 12, 2025 Regular Meeting, seconded by Commissioner Wright, approved 5-0.**
 - b. **Vice- Chair Wright motioned to accept the minutes of May 23, 2025 Special Meeting, seconded by Commissioner Green, approved 5-0.**
3. Staff Reports:
 - a. Executive Director Report:
 - i. The position of Accounting Administrator has been filled, starting on July 14th.
 - ii. HUD has mistakenly reported a shortfall for the Section 8 program, while this has been corrected BHA is still required BHP to submit information to HUD in regards to steps taken to decrease expenses. BHA has ceased issuing new vouchers but will not revoke any already issued. There are Shelter Plus Care and Mainstream vouchers that can be issued.
 - iii. The FY 2025 Tax Credit audits have been completed and there were no findings.
 - iv. Evernorth has assigned a development specialist to work with BHP to decide on next steps for AW Richards. The property has not been fully capitalized and will

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

- need to take steps to refinance to complete much needed capital repairs and improvements.
 - v. Jess Grover the SASH coordinator/SASH For All nurse resigned to take a full time nursing job.
 - vi. On July 15th, BHP will be co-hosting a meeting with other housing providers for renters to discuss the potential impact of a property-wide no-trespass policy on them.
 - b. Occupancy Director report:
 - i. Write off's:
 - Hayes Court \$3,483.78 Eviction
 - Ledgewood Heights \$20,249.79 Eviction
 - ii. **Commissioner Walker motioned to approve Write-offs totaling \$23,733.57 for Ledgewood Heights and Hayes Court, seconded by Commissioner Green, approved 5-0.**
 - c. Program Data review:
 - i. There was a clarifying question about why some sites had many group activities and some had so few. The explanation was that the sites housing seniors and adults with disabilities have larger community rooms and tend to have more community health issues, including isolation, so they like to have group activities. The family sites have smaller community rooms, and have more one on one meetings – they don't have the same isolation, etc issues.
 - d. Resident Services newsletters and calendars reviewed

2. Financial Review:

- a. FYE2025 Comparable reviewed with James Griffin
 - i. The board reviewed contract cost information presented for the RAD properties.
 - ii. The RAD properties were over budget because an increase in contract costs, specifically winter storm/ snow removal, trash, safety and elevators expenses.
 - a. Snow removal – it was a harsher winter than the last few seasons twice as many days of snow and ice. BHP has evaluated in house snow removal versus contracting from snow removal. If maintenance were complete, it takes a lot of time and employee hours which results in refocus from other projects. Additionally, BHP would need to hire more people. And if staff are sick or injured BHP would not have a contract to access outside support. It is also an insurance liability issue. The evaluation usually comes down on the side of contracting.
 - b. Security – it needs to be evaluated per site. Now that the Bratt Team is visiting Samuel Elliot Apartments more often, there may be less need for as much Hunter North presence. This will continue to be evaluated.
 - c. Commissioners requested a cost analysis of the various expenses and potential revenues including charging for air conditioners, increasing laundry machine charges, charging for washers and dryers at Moore Court, snow removal by maintenance, and removing security on properties. ED Hazzard responded that these cost have been evaluated and continue to be evaluated regularly.
 - d. The rents at the RAD properties are also lower that the Fair Market Rents, the RAD property must follow the HUD OCAF in raising rents on the properties.

- iii. Two of the costs are capital costs, including new laundry equipment and a new maintenance truck. They cost \$114K and have been approved in the budget. That amount could be allocated to the replacement reserves. James indicated that the Board needs to have a policy on using and replacing reserves.
 - b. Review 2024 Tax Credit audits for Red Clover Commons 1 and 2 and AW Richards
 - i. RCC I & II are financially successful, with strong reserves and adequate contract rents.
 - ii. AWR has suffered financially since it was developed and is unable to submit monthly reserves. – an Evernorth development consultant will be working on this issue.
 - c. Reviewed May 2025 check listing- no questions
 - d. Check signing assignments: June – Commissioner Walker, July – Commissioner Stroud, August – Commissioner Green.
 - i. There were a couple suggestions about alerting the Board when there were large non routine expenses. Most of those expenses are approved in the budget and all have to follow the procurement policy which the Board has approved. ED Hazzard will create a list of all checks over \$10,0000 with explanation. Commissioners should review documentation attached to the checks this includes invoices and employee sign offs for transparency and record keeping. The board also requested the ED to note in her report any non-budgeted large expenses.
 - ii. The board will rereview the procurement policy which was approved by the board at the 9/2023 meeting.

3. Special Projects update:

- a. Melrose Redevelopment:
 - i. Review proposed Engagement Agreement from Downs Rachlin Martin PLLC (DRM)
 - ii. **Commissioner Walker motion to authorize ED Hazzard to sign Engagement Agreement from Downs Rachlin Martin PLLC (DRM) for the Melrose Terrace redevelopment project, seconded by Vice-Chair Wright, approved 5-0.**
 - iii. A meeting will be held on July 1 with the neighbors of Melrose Terrace to discuss the project.
- b. Safety: As noted above, there will be a meeting with renters to get their perspective on a property no trespass potential bill before the Legislature.
- c. Resident Survey: The surveys will go out July 7- July 31. There will be raffles, etc. as incentives to complete the survey.

4. Board Business:

- a. Review proposed Administrative Plan changes related to the Insufficient Funding of Housing Voucher funding
- b. **Vice-Chair Wright motioned to approve changes to the Administrative Plan related to the Insufficient Funding of Housing Voucher with the one proposed edit by the board to reverse the first two priorities of fund reduction, Commissioner Walker seconded the motion, approved 5-0.**

5. BHOI: update The June meeting was cancelled. The July meeting will be a tour of all the sites.
6. **Commissioner Walker motioned to adjourn, seconded by Commissioner Green at 6:00, approved 5-0.**

Christine Hazzard

BHP Secretary

July 15, 2025