



*Low income housing- supporting independence, creating opportunities*

## **Minutes Regular Meeting February 23, 2026**

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

You are hereby notified that the 4:30pm, February 23, 2026 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.

### Join Zoom Meeting

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

1- 888 788 0099 US Toll-free

Meeting ID: 848 7608 2452

Passcode: 702932

1. Call to order: The meeting was called to order by Chair Underwood at 4:30. Also present were Commissioner Green, Commissioner Walker, Commissioner Stroud, Commissioner Wright, Executive Director Hazzard and one member of the public.
2. Review Minutes from the January 5, 2026 Regular Meeting:
  - a. **Motion to accept the minutes of the January 5, 2026 Regular Meeting made by Commissioner Stroud, seconded by Commissioner Green, approved 5-0.**
3. Resident and public participation:
  - a. A representative from the Resident Advisory Communications Committee (RACC), AJ Hamel asked if there was anything the RACC could do to help residents at Samuel Elliot Apartments to recover from the fire. After discussion it seemed the biggest help might be with unpacking after residents move back in. RACC can create a list of volunteers with contact info to be distributed to residents.
4. Staff Reports:
  - a. Executive Director report:
    - i. Samuel Elliot Apartments Fire update: ED Hazzard praised the staff for working so hard and cooperatively in responding to the fire and the needs of residents.
    - ii. Of the 18 who were displaced 12 are back
    - iii. Regulated material has been removed, ceiling tiles, carpets, all the fire panels and infrastructure in whole building. So far BHP has spent \$250K, most of which 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*

be covered by insurance. Uncovered will be expenses like food, transportation, staff time, laundry, etc.

- iv. Commissioner Green, also a resident displaced for 18 days, gave the highest praise to staff, Brattleboro Fire, Police, community agencies. They were all there, helpful, and empathetic.

- b. Occupancy Director Report: Rent collections are going up steadily.
- c. Annual Services Report by Matthew Attesi: Commissioner commented that the report is helpful, understandable and comprehensive. It is appreciated.

5. Financial Review:

- a. Review BHA 2024-2025 Fiscal Audit There were no findings in the audit.
- b. BHA December 2025 Comparable
- c. Review check listings for January 2026
- d. Review BHP expenses over \$10,000.
- e. Check signing assignments: March- Vice Chair Wright, April- Commissioner Green, May – Commissioner Walker.

6. Housing Voucher Program:

- a. Review Annual HUD Operating Cost Adjustment Factor (OCAF) adjustment: ED Hazzard explained how the rent increases work. HUD decides on a certain amount for the rent. The tenant pays 30% of their income toward that amount (TTP Total Tenant Payment) and HUD pays BHP the difference (HAP \_Housing Assistance Payment). The only tenants impacted by an increase in the HUD determined amount are those for whom 30% of their income is above the HUD amount. They then would pay the whole HUD amount.
  - i. **Motion to increase RAD Contract rents as proposed made by Commissioner Stroud, seconded by Commissioner Green, approved 5-0.**
- b. Alice Holway Drive Project Based Voucher waitlist:
  - i. **Motion to confirm opening waitlist for 8 Project Based Vouchers at Alice Holway Drive on 2/17/2026 made by Commissioner Stroud, seconded by Commissioner Green, passed unanimously. .**
  - ii. **Motion to Prioritize three Project Based Vouchers to be used for Chalet residents to be relocated to the Alice Holway Drive property made by Commissioner Stroud, seconded by Commissioner Green, approved 5-0.**

7. Special Projects update:

- a. Melrose Redevelopment update: Review timeline. ED Hazzard explained that to the location of the new unit needs further review, the application to the Development Review Board has been withdrawn and will be resubmitted.
  - i. The issue of relocating the office space is more complicated than thought and required more time
  - ii. UVM students who are creating a model/template for communities to use as a tool for flood mitigation projects.
- b. Safety: The cameras at Moore Court and Hayes Court have been installed.

8. Board Business:

- a. Appreciation for staff and community partners. After discussion it was decided that ED Hazzard would get a list from staff of community partners who were helpful and bring it to the Board.

9. BHOI: Nothing to report at this meeting
10. **Motion to enter into Executive Session to discuss potential contract made by Commissioner Stroud, seconded by Commissioner Walker, approved 5-0.**
11. **Motion to come out of Executive Session make by Commissioner Stroud, seconded by Commissioner Green, approved 5-0.**
  - a. A decision was made in Executive Session to put out an RFP for a real estate agent to handle the office move.
12. Adjourn: **Motion to adjourn at 5:25pm made by Commissioner Stroud, seconded by Commissioner Green, approved 5-0.**

***Christine Hazzard***

**BHP Secretary**

**March 11, 2026**