



Low income housing- supporting independence, creating opportunities

Minutes Regular Meeting December 15, 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 December 15, 2025, regular meeting of Brattleboro Housing Partnerships Board of Commissioners to be held at 4:30 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=WHhmeTJ6MVpJcjRYWXd4TnY0ZTlzUT09>

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 Vice Chair Wright at 4:30. Also present were Commissioner Green, Commissioner Stroud, Executive Director Hazzard and BCVT Representative. No members of the public were present. Chair Underwood and Commissioner Walker were absent.
2. Review Minutes from the October 20 regular meeting, the November 13 special meeting and the November 17 annual meeting :
 - a. **Motion to accept the minutes of October 27, 2025 regular meeting, the November 13, 2025 special meeting and the November 17, 2025 annual meeting made by Commissioner Green, seconded by Commissioner Stroud, approved 3-0.**
3. Resident and public participation: There was no public participation at this point.
4. Staff Reports:
 - a. Executive Director report reviewed:
 - i. All employee health insurance forms have been returned. As a result of BHP contribution changes (employees choosing different plans, changing dependents, etc.) there is a reduction in the overall amount for BHP contribution on premium payments.
 - ii. HUD has informed BHP that they are entitled to we 80 faircloth public housing units for Melrose Terrace that can be applied to the redeveloped Melrose.

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

- iii. ED Hazzard and Dan Ridlehoover addressed Rotary on the redevelopment of Melrose. The response was positive.
 - iv. Kegan Refalo has been filling in during David Dearborn's leave.
 - v. We will need to submit a Capital Plan and an MTW Supplemental Plan. They will be discussed during the public hearing later in the meeting.
 - b. Occupancy Director report reviewed:
 - i. **Motion to approve \$17,850.20 in write offs for Hayes Court, Ledgewood Heights, Samuel Elliot Apartments, and Red Clover Commons II made by Commissioner Stroud, seconded by Commissioner Green, approved 3-0.**
 - c. Program Data reviewed: No comments
 - d. Resident Services newsletters and calendars reviewed: No comments
5. Financial Review: The board reviewed the October 2025 monthly comparable, November 2025 check listing and the checks over \$10,000 documentation.
6. Melrose Redevelopment update:
- a. Funding is being completed.
 - b. Organizational and legal contracts are completed.
 - c. Timeline – Close mid summer 2026; build summer 2026; occupancy summer 2027.
 - d. Working with Maggie Foley to lead discussions with staff about finding suitable office space. She is meeting with staff in small groups, individually and then will be meeting with the Board.
7. Safety: Review proposals for surveillance system and camera installation
- a. After a discussion the board decided to wait until the January 5, 2026 meeting approve spending the amount needed for the cameras at Hayes Court and Moore Court.
8. Board Business:
- a. Board meeting calendar for 2026. Reviewed.
 - b. The January meeting will be early to meet the deadline for submission of the Capital Plan and the MTW Supplemental Plans. If needed a second special meeting can be warned for later in January.
 - c. **Motion to approve the 2026 Board meeting calendar made by Commissioner Stroud, seconded by Commissioner Green, passed 3-0.**
 - d. **Motion to open the public hearing for purposes of discussion and comments on the Capital Plan and MTW Supplemental Plan, made by Commissioner Stoud, seconded by Commissioner Green, passed 3-0**
 - i. Since we are asking for no waivers under MTW this year, the plan will consist of a report of activities currently being undertaken.
 - ii. The Capital Fund is money that is only to be used for Melrose Terrace. It will be used for re-development costs for the redevelopment.
 - iii. There were no comments from the public.
 - e. **Motion to close the public hearing made by Commissioner Stroud, seconded by Commissioner Green, approved 3-0.**
9. BHOI:

- a. The December meeting was cancelled. BHOI applied to the Town of Brattleboro Human Services Fund for the Dental Assistance Program.

**10. Motion to Adjourn at 5:30 made by Commissioner Stroud, seconded by Commissioner Green,
Approved 3-0**

Christine Haggard

**BHP Secretary
December 23, 2025**