



*Low income housing- supporting independence, creating opportunities*

## **Minutes of Regular Meeting March 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, March 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=WHhmeTJ6MVpJcjRYWXd4TnY0ZTlzUT09>

1- 888 788 0099 US Toll-free

Meeting ID: 848 7608 2452

Passcode: 702932

The agenda for the meeting is as follows:

1. Call to order: The meeting was called to order by Chair Underwood at 4:33pm. Also in attendance were Voce Chair Wright, Commissioner Green, Commissioner Stroud, Commissioner Walker, Executive Director Hazzard, Clare Hudon, Accounting Administrator and James Griffin, Fee Accountant.
2. Review Minutes from the February 23, 2026 Regular Meeting:
  - a. **Motion to accept the minutes of the February 23, 2026 Regular Meeting was made by Commissioner Stroud, seconded by Commissioner Green, Approved 5-0.**
3. Resident and public participation:
4. Staff Reports:
  - a. Executive Director report:
    - i. SEA update: All displaced residents have returned to their homes. Several maintenance issues still to be completed including installing carpets, upgrades to the fire panel, and wi-fi extenders.
    - ii. The total cost to date is \$484,172 , insurance has reimbursed \$312,411.
    - iii. Staff time that is not overtime is not covered, ED Hazzard will follow up with insurance to see if this can be covered.
  - b. Occupancy Director Report reviewed:
    - i. rent collection percentages have increased.
    - ii. Write off: \$1990.45 Ledge wood Hights

*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. Motion to approve the write- off totaling \$1990.45 for Ledgewood Heights made by Commissioner Stroud, seconded by Commissioner Green, Approved 5-0**

- c. Resident Services Report Reviewed:  
i. Board expressed gratitude for receiving flyers, etc.

5. Financial Review:

- a. Board reviewed January 2025 Comparable  
b. Board reviewed check listings for February 2026  
c. Board reviewed BHA expenses over \$10,000.  
d. Board reviewed Samuel Elliot Apartments Fire Expenses  
e. Board reviewed proposed FY 2026-2027 BHA budget  
i. The budget is based on historic costs and expenses.  
ii. The budget uses the HUD two year tool to estimate Housing Assistance Payments.  
iii. Appreciation was given to Clare for supporting the budget planning process.  
iv. The current unknown of HUD funding of the Section 8 HAP payments and administrative fees adds another uncertainty in planning. The budget is based on a conservative estimate.  
f. **Motion to enter Executive Session to discuss personnel salary adjustments, BHA office move and invite Christine Hazzard and Fee Accountant James Griffin made by Commissioner Stroud, seconded by Commissioner Green, Approved 5-0**  
g. **Motion to exit Executive Session and resume regular meeting made by Commissioner Stroud, seconded by Commissioner Walker, Approved 5-0**  
h. **Motion to approve FY 2025-2026 BHA budget made by Commissioner Stroud, seconded by Commissioner Green, Approved 5-0**  
i. Check signing assignments: April- Commissioner Green, May – Commissioner Walker, June- Chair Underwood

6. Special Projects update:

- a. Melrose Redevelopment update:  
i. BHP is focused on finding an office space, and drafting a moving schedule.  
ii. All site plans are done for Melrose and will present to the Development Review Board in April for approval.

7. Safety:

- a. Public question, Will all the buildings at Hayes Court have cameras outside and in the buildings?  
Answer: Yes, cameras will be added this year in at least one building, potentially more.

8. Board Business: Appreciation for staff and community partners

- a. Board discussed how best to thank those who were so helpful during SEA fire and aftermath.  
b. Commissioner Wright will draft letter for review. After approval she will print out and Board members can add personal notes.

9. BHOI: A PayPal account will be created that will allow for swifter donations in case of other emergency.

10. Adjourn: **Motion to adjourn at 5:25 made by Commissioner Stroud, seconded by Commissioner Wright, Approved 5-0.**

*Christine Hazzard*

**BHP Secretary**

**April 17, 2026**