



Low income housing- supporting independence, creating opportunities

Regular Meeting September 22, 2025 Minutes

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 September 22, 2025, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at 4:30 at the Red Clover Commons Community Room, 3 Fairground Road, Brattleboro, VT

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 Executive Director Hazzard. Members of the public were present. Vice Chair Wright was absent.
2. Review Minutes from the July 28, 2025 Regular Meeting:
 - a. **Motion to accept the minutes of July 28, 2025 Regular Meeting made by Commissioner Stroud, seconded by Commissioner Walker, approved 4-0.**
3. Resident and public participation: There was no public participation at this point.
4. Staff Reports:
 - a. Executive Director report reviewed:
 - i. BHP is submitting documentation for the 2024/25 BHA audit.
 - ii. BHP has hired a part-time Coordinator for the Bellows Falls SASH program and has entered into a contract with a SASH For All Wellness Nurse for the BHP and WWHT programs for 20 hours a week.
 - iii. The exterior locks have been installed at Hayes Court. Feedback has been mostly positive with some issue regarding package delivery.
 - b. Occupancy Director report reviewed: No comments
 - c. Program Data reviewed: No comments
 - d. Resident Services newsletters and calendars reviewed: No comments

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

5. Financial Review:

- a. July 2025 Comparable reviewed.
 - i. The RAD property electric costs are lower than expected because there was overpayment in the last fiscal year.
 - ii. On time rent payments are increasing which will result in legal cost related to non-payment decreasing.
 - iii. Health care premiums only increased 1%, the board will need to evaluate cost share at the next meeting.
- b. July 2025 check listing reviewed: No comments
- c. BHP expenses over \$10,000. Reviewed: No comments
- d. Check signing assignments: October – Vice -Chair Wright, November – Commissioner Walker, December – Commissioner Green.

6. Special Projects update:

- a. Melrose Redevelopment update:
 - i. Dan Riddlehoover, M&S Development presented an update about the Melrose Terrace redevelopment project which included information about site plans, occupancy and funding for the project.
 - ii. Pre-Construction contract for \$26,700 with DEW Construction for Melrose Terrace redevelopment project review moved to discuss later in Executive Session.
- b. Safety: Hayes Court Exterior locks installed
- c. Resident Survey: 2025 Resident Survey responses reviewed by Executive Director. Next steps will be for staff to review and then take a deeper dive into actions that might result from the responses.

7. Board Business:

- a. Commonly used acronym document shared: Board appreciated the tool.
- b. Personnel Policy updates reviewed:
 - i. **Motion to Approve Personnel Policy Updates to be effective immediately made by Commissioner Stroud, seconded by Commissioner Green. Approved 4-0.**
- c. Annual meeting November 17, 2025 at noon discussed.
 - i. The board decided to hold the meeting at RCC I, a theme related to “we’re all in this together” and to discuss recipient of Tom Yahn award in Executive session.

8. BHOI: update

9. **Motion to Enter into Executive Session to discuss the Pre-construction contract and Tom Yahn Award recipient made by Commissioner Stroud, seconded by Commissioner Walker, passed**

10. **Motion to come out of executive Session made by Commissioner Stroud, seconded by Commissioner Walker, passed 4-0.**

11. **Motion to Authorize ED Hazzard to sign the Pre-Construction contract for \$26,700 with DEW Construction for Melrose Terrace redevelopment project made by Commissioner Stroud, seconded by Commissioner Walker, Approved 4-0**

**12. Motion to Adjourn at 6:45 made by Commissioner Walker, seconded by Commissioner Green,
passed 4-0**

Christine Hazzard

BHP Secretary

October 13, 2025