



Low income housing- supporting independence, creating opportunities

Regular Meeting Notes October 27, 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 October 27, 2025, regular meeting of Brattleboro Housing Partnerships Board of Commissioners will be held at 4:30 at the Samuel Elliot Apartments Community Room, 107 Elliot Street, Brattleboro, VT

The agenda for the meeting is as follows:

1. Call to order: The meeting was called to order at 4:30 by Commissioner Underwood. Also present were Commissioner Green, Commissioner Wright, Commissioner Stroud, and Executive Director Hazzard. Members of the public were present. Commissioner Walker was absent.
2. Review Minutes from the September 22, 2025 Regular Meeting:
 - a. **Motion to accept the minutes of September 22, 2025 Regular Meeting made by Commissioner Stroud, seconded by Commissioner Green, Approved 4-0.**
3. Resident and public participation: A member of the public passed on comments for residents that the apartments at RCC I seemed to be too cold and couldn't be warmed up.
4. Staff Reports:
 - a. Executive Director report reviewed: Executive Director informed the Board that there would be some opportunities for participation in a process to determine the financial and other impacts of the Melrose Redevelopment project. It is suggested to use a consultant to work with staff concerning needs in a new space.
 - b. Occupancy Director report reviewed:
 - c. Program and Occupancy Data reviewed
 - d. Resident Services report newsletters and calendars
 - e. Section 8 Program
 - i. Reviewed HUD Fair Market Rents for 2026 and proposed Section 8 Voucher Payment Standards and Utility Allowances for 2026
 - ii. **Motion to approve proposed Section 8 Voucher Payment Standards and Utility Allowances for 2026, which keeps them the same as 2025 made by Commissioner Stroud, seconded by Commissioner Wright, Approved 4-0.**

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. August 2025 Comparable reviewed: Some costs have increased – training for new employees; maintenance because of additional person contracted to do painting; and revised seasonal expenses.
- b. Reviewed August and September 2025 check listings
- c. Reviewed BHP expenses over \$10,000. The Board agreed that this reporting has been very helpful.
- d. Check signing assignments: November – Commissioner Walker, December – Commissioner Green.; January – Chair Underwood; February – Commissioner Stroud.
- e. Reviewed Drafts of 2026 Tax Credit Budgets for Red Clover Commons 1 and 2 and A.W. Richards. There is a need to increase the property maintenance payroll fees for RCC I and II to cover actual expenses. A proposal to increase will be submitted to Evernorth for approval.
 - i. **Motion to approve 2026 Tax Credit Budgets for Red Clover Commons 1 and 2 and A.W. Richards made by commissioner Stroud, seconded by Commissioner Green, Approved 4-0.**
- f. Reviewed 2026 Employee Health Insurance contribution costs. ED Hazzard reviewed the options for the employee health insurance costs and contributions for the next year. The Commissioners felt they wanted to review the information and have a special meeting to discuss and approve.
 - i. **Motion to schedule a special meeting the week of November 10, 2025 to review Employee Health Insurance costs and approve contribution made by Commissioner Stroud, seconded by Vice Chair Wright, Approved 4-0.**

6. Special Projects update:

- a. Melrose Redevelopment update:
 - i. Reviewed proposal for consultant to oversee board and staff engagement and planning for the Melrose Terrace project. Commissioner Wright talked about some of the progress that has been made and that there will be more presentations to the Board as the project moves forward.
 - ii. **Motion to approve proposal for consultant to oversee board and staff engagement and planning for the Melrose Terrace project made by Commissioner Stroud, seconded by Commissioner Green, Approved 4-0.**
- b. Safety:
 - i. Security camera costs reviewed, \$20,877.10 estimate for surveillance cameras at Hayes Court Community Building and one residential building, \$13,387.76 estimate for exterior cameras Moore Court. ED Hazzard reviewed how the cameras would be used in both places. The Board decided to put this off until after the discussion of health insurance costs.

7. Board Business:

- a. Board reviewed of SEVCA Client Representative Sector Board Member nomination. Commissioner Stroud reviewed what his contribution to the SEVCA Board emphasizing his first commitment is to BHP.
 - i. **Motion to nominate Commissioner Stroud as SEVCA Client Representative Sector Board Member made by Commissioner Wright, seconded by Commissioner Green, Approved 4-0.**

- b. Annual meeting to be held on November 17, 2025 at noon was discussed. ED reviewed the agenda – Board members will talk about commitment to the Board, Jake Bursky will talk about the three years of SASH For All, the Tom Yahn award will be awarded to David DeAngelis by Commissioner Stroud.
- 8. BHOI: Proposed grant seeking request. ED Hazzard presented three potential grants for approval. 1.) a \$9500 cost to provide advanced training to move to a higher level of use of Apricot for data. 2) & 3) two \$599 prevention grants to Department of Health to supportive programming for SASH and LEAP.
 - a. **Motion to approve potential grant seeking request made by Commissioner Stroud, seconded by Commissioner Green, Approved 4-0.**
- 9. **Motion to adjourn made by Commissioner Stroud, seconded by Commissioner Green, Approved 4-0.**

Christine Hazzard

BHP Secretary

October 31, 2025