



Low income housing- supporting independence, creating opportunities

Notice of Regular Meeting

To: Commissioner Mitchel Hall
Commissioner Gary Stroud
Chair Elisha Underwood
Commissioner Suzie Walker
Vice Chair Michelle Wright

The July 27, 2026, 4:30 regular meeting of Brattleboro Housing Partnerships was held in the Red Clover Commons Community Room, 30 Fairground Road, Brattleboro Vermont.

The agenda for the meeting is as follows:

1. Call to order: Chair Underwood called the meeting to order at 4:30. Also present were Vice Chair Michelle Wright, Commissioner Walker, Commissioner Hall, Commissioner Stroud, Executive Director Christine Hazzard. Four residents attended and the BCTV representative.
2. The Board reviewed the minutes from the June 29, 2026 Regular Meeting:
 - a. **Motion to accept the minutes of the June 29, 2026 Regular Meeting made by Commissioner Walker seconded by Commissioner Hall, approved 5-0.**
3. Resident and public participation; A number of residents were present. They brought up issues about speed bumps, keys and automatic door locking at night, uninvited people in building, and had positive comments about the recent cookout event that was held at RCC.
4. Staff Reports:
 - a. Executive Director report reviewed.
 - i. ED Hazzard reported that the fiscal year audit has just begun. The move to Bliss House was successful and everything is going well.
 - b. Occupancy Director report reviewed.
 - i. Board reviewed vacancy/ lease up report, property and occupancy data. The data is helpful to show trends in vacancies.
 - c. Resident Services report reviewed.
 - i. The Board was supportive of having staff spend more time at the sites.
5. Financial Review:
 - a. Board reviewed check listings for June 2026
 - b. Board reviewed Monthly Comparable for May 2026
 - i. ED Hazzard discussed the likelihood of increased contract costs this summer
 - ii. An RFP for snow removal for 2026/27 is being sent out. Should have decision by end of September.

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. Health insurance costs will also be discussed in September.
- c. Board reviewed expenses over \$10,000
- d. Samuel Elliot Apartments Fire Expenses reviewed.
 - i. The insurance reimbursement is ongoing.
 - ii. The insurance will only cover the overtime for employees, not regular time; it will not cover personal items for residents; will not cover laundry, trips for residents, storage for residents belongings. It will cover part of the van costs and lodging of residents and repairs to the building.
- e. Check signing assignments: August – Commissioner Walker; September – Vice Chair Wright; October- Commissioner Hall

6. Special Projects update:

- a. Melrose Redevelopment update:
 - i. Board reviewed project timeline- still hopeful to close in Fall 2026.
 - ii. Board reviewed pre-development costs – these costs are upfront to get the project going – architects, testing, etc. It is very expensive.
 - iii. Board discussed the funding gap in pre-development costs- there is about a \$240k gap in what is needed to get to closing. At the closing all pre-development costs will come back to BHP. In the meantime, in order to get to the closing date, this gap will need to be filled. There could be a number of ways to fund it but the best solution is with a line of credit from Brattleboro Savings & Loan using the funds in the CD and checking account as collateral. It is cost effective and can be done in a timely manner.
 - iv. **Motion to authorize E.D. Hazzard to apply to Brattleboro Savings & Loan for a \$250,000. line of credit to be used for Melrose Terrace predevelopment costs made by Commissioner Stroud, seconded by Commissioner Hall. Approved 5-0.**
- b. AW Richards HVAC system update:
 - i. The roof will need to be repaired and then the HVAC can be installed.
 - ii. An RFP will be issued soon for a contractor.

7. Board Business:

- a. Board reviewed proposed substantive changes to chapters 9, 11,14 and 16 of the Brattleboro Housing Partnerships Administrative Plan – there were few substantive changes, mainly format and clarifications. The one change was record retention from three years to seven years.
 - i. **Motion to approve substantive changes to chapters 9, 11, 14 and 16 of the Brattleboro Housing Partnerships Administrative Plan, to be implemented upon completion of the edits in the remaining chapters made by Vice Chair Wright, seconded by Commissioner Stroud. Approved 5-0.**
- b. Shelter Plus Care update
 - i. ED reported that BHP has decided to reapply for the grant for the year starting in October 2027. There are 13 vouchers and it will be capped at that. Excess money will be hopefully used to provide case management.
- c. Appreciation for staff and community partners letters will be finalized and mailed.
- d. Strategic Planning:
 - i. There are three possible responses to the RFP.

- ii. It was decided that ED Hazzard will evaluate and send recommendation to the board for final decision through email.

8. BHOI:

- a. \$137.50 Checks to residents impacted by the fire were disrupted to the 16 households displaced
- b. PayPal has been set up for fundraising

9. **Motion to enter into Executive Session for a personnel issue made by Commissioner Streoud, seconded by Commissioner Walker, Approved 5-0.**

10. **Motion to come out of Executive Session made by Commissioner Streoud, seconded by Commissioner Walker, Approved 5-0.**

11. **Commissioner Hall motioned to approve ED Hazzard to roll over excess vacation time after her anniversary date, Commissioner Stroud seconded the motion. Approved 5-0.**

12. **Motion to adjourn made by Commissioner Stroud, seconded by Commissioner Hall. Approved 5-0.**

Christine Hazzard

BHP Secretary

August 3, 2026