



Low income housing- supporting independence, creating opportunities

Minutes of Regular Meeting September 28, 2026

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

The Regular meeting of the Board of Commissioners was held at 4:30pm, September 28, 2026 in the Samuel Elliot Apartment Community Room, 107 Elliot Street, Brattleboro Vermont.

1. Call to order: The meeting was called to order at 4:30 by Chair Underwood.
2. The Board reviewed the minutes from the July 27, 2026 Regular Meeting:
 - a. **Motion to accept the minutes of the July 27, 2026 Regular Meeting made by Commissioner Walder, seconded by Commissioner Hall, approved 5-0**
3. Resident and public participation: There was no resident/public participation
4. .Executive Director report
 - a. ED Hazzard gave a special thanks to Lisa Whitney for supporting BHP in her absence.
 - b. The BHA audit submissions have been completed, waiting for auditors to complete.
 - c. Health insurance rates will be reviewed in depth at the October meeting.
 - d. The SASH For All program, now in its 4th year, received a grant from the Rural Health Transformation Grant from the state to continue the program for another year.
5. Special Projects update:
 - a. Melrose Redevelopment update: Chris Hart, Development Director and ED Hazzard, reported on the following:
 - i. Board reviewed project timeline:
 1. The environmental review comment period ends this week, then 15 days for review. At that point some construction may begin.
 2. The \$1.7M in Congressional Directed Spending from Congresswoman Balint's office is ready for an official grant to be signed and then money can be drawn down.
 3. The construction that can happen before the closing is asbestos, lead abatement and tree removal.
 4. The National Park Service is giving final review of the historic preservation tax credits.
 - ii. New entity review:

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

1. Chris Hart gave a detailed explanation of the history of the entity that will be the owner of Melrose. West Brattleboro Terrace Limited Partnership is the entity formed to be the owner of the property. All limited partnerships must have two partners – general and limited. Because of the funding structure, and because Melrose will now have HUD vouchers, the original structure of the entity that was formed has to be changed.
 2. The Board will need to create a new instrumentality, BHA Supporting Organization, Inc which will be the the general partner and BHA will become the limited partner.
 3. BHA Supporting Organization, Inc needs to have a Board appointed by the BHA Board and approve the officers. The proposed structure is Michell Wright – President; Chris Hart, Secretary; Christine Hazzard, Treasurer, Lorelei Morrisette, board member, Elisha Underwood board member.
- b. **Motion to approve the slate of motions in one vote made by Commissioner Hall, seconded by Commissioner Stroud, approved 5-0.**
- c. **Motion to approve establishing new BHA instrumentality “BHA Supporting Organization, Inc.” and approve officers Michelle Wright, President, Christine Hart- Secretary, Christine Hazzard- Treasurer, Lorelei Morrisette- board member, Elisha Underwood- board member.**
- To remove Brattleboro Housing Authority as General Partner of West Brattleboro Terrace Limited Partnership and NECap Fund6 LP as Limited Partner of West Brattleboro Terrace Limited Partnership**
- To replace NECap Fund6 LP with Brattleboro Housing Authority as the Limited Partner and replace the Brattleboro Housing Authority with BHA Supporting Organization, Inc as the General Partner for The West Brattleboro Terrace, LP made by Commissioner Hall, seconded by Commissioner Stroud, approved 5-0**
- d. October 6th event with Congresswoman Balint to receive the Big Check! – official notice will go out to invitees – where to park, times, etc.
- e. AW Richards HVAC system update:
- i. A contract will be awarded to GPI and Vermont Mechanical for the HVAC work. However, the roof must be done first.
 - ii. A company that works with Efficiency Vermont will be able to help with the funding (thanks to David Dearboarn) but that still leaves about \$450K that needs to be raised. Applying to VHCB. Hopefully the roof will be done before the holidays.
 - iii. The rest of the HVAC work can be done over the winter. Because this work will be done with residents in place it requires some extra measures – closing everything at night, addressing hot water and heat and electric issues. Staff is working with residents every step of the way.

6. Staff Reports:

- a. Occupancy Director report
 - i. Board reviewed rent payment percentages
 - ii. There is a large deficit at Ledgewood Heights
 - iii. There will be a large write-off in the future due to a legal decision and termination.
- b. Resident Services report
 - i. Resident income and rent changes were reviewed.
 - ii. Resident program participation was discussed
 - iii. Newsletters were reviewed.

7. Financial Review:

- a. Board reviewed check listings for July and August 2026
- b. Board review Monthly Comparable July 2026
- c. Board reviewed expenses over \$10,000
- d. Board reviewed Samuel Elliot Apartments Fire Expenses
 - i. There is about \$50K remaining costs that will not be covered by insurance. They are regular staff hours that were shifted to the fire recovery. Insurance will only cover the overtime costs.
- e. Check signing assignments: September – Vice Chair Wright, October- Commissioner Hall; November – Chair Underwood.

8. Board Business:

- a. 2027 Health insurance premiums given to the board.
 - i. Board will discuss employer contribution at the October meeting.
- b. Strategic Planning:
 - i. Maggie Foley will be facilitating the strategic plan. She would like a Board member to join Lorelei Morrisette, Courtney Denofrio, Christine Hazzard to form a committee to develop a process for the planning of the strategic plan process. Commissioner Walker volunteered.
- c. Annual meeting.
 - i. A suggestion was made to hold it at SEA to celebrate the fire recovery. After much discussion it was decided to hold it at RCC – mainly due to the size of the room. The Board decided to host a separate celebration around the holidays to recognize the SEA fire and recovery – one year later.
- d. Maintenance staff have prepared a list of equipment that is no longer used to be sold.
 - i. Board was given information about the year, model, running condition, work done, work needed, suggested price.
 - ii. The proposed plan is to list items on Municibid
 - iii. There was some discussion about how employees would put in their bids – it was decided they would be encouraged to bid on Municibid because of extra administrative work in running a separate bidding process.
 - iv. **Motion to approve the sale of unneeded equipment on Municibid made by Commissioner Hall, seconded by Commissioner Stroud, approved 5-0.**

9. BHOI:

- a. The BHOI board is establishing an emergency fund that will be available if there is another emergency where funds are needed for needs of residents.

10. Motion to enter into Executive Session to review the 2026/27 Snow Removal contract made by Commissioner Stroud, seconded by Commissioner Walker, approved 5-0.

11. Motion to authorize ED Hazzard to enter into a contract for the 2026/27 Snow Removal, made by Commissioner Hall, seconded by Commissioner Stroud, approved 5-0.

12. Adjourn – Motion to adjourn at 6:15 made by Commissioner Stroud, seconded by Commissioner Wright, approved 5-0.

Christine Hazzard

BHP Secretary
October 5, 2026