

**NOTICE OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE BENNINGTON HOUSING AUTHORITY**

MONDAY, JULY 16, 2018

The Commissioners of the Bennington Housing Authority will meet in the regular meeting at the Bennington Housing Authority's **WALLOOMSAC APARTMENTS** in the Community Room on Monday, June 16, 2018 at 5:00 P.M.

AGENDA

1. Approve the minutes of the regular meeting of June 18, 2018
2. Public questions, comments or concerns. Limit 20 minutes.
3. Executive Director Report
4. Staff Reports.
 - a. Section 8
 - b. Facilities
 - c. Administration
5. Resolution #462, Approve Updated Procurement Policy.
6. Resolution #463, Approve 2018 - 2019 Fiscal Year Budget.
7. Financial.
8. Set the date and location for the August meeting.
9. Other Business:

Bennington Housing Authority
Minutes of a Regular Meeting
Held on Monday, June 18, 2018
At the Community Room of the Willowbrook Apartments

Present: Sandy Bessette, Chair
Kristi Pepoon, Vice Chair
Nancy Messina
Sharyn Brush
Paul Walden
Jonathan Ryan, Executive Director
Dack Lauzon, Facilities Director
Lindsay Vajda, Manager of Administrative Services
Penny Taylor, HCV Program Manager
Wanda Hill, Administrator

The meeting was called to order at 5:35 P.M. by the chair.

1. Minutes of the regular meeting of April 23, 2018 were discussed. Nancy Messina made the motion to approve the minutes, Kristi Pepoon seconded the motion and it was approved unanimously.
2. Public question, comments, or concerns. - Limit 20 minutes. Nothing to discuss.
3. Executive Directors Report. Jonathan Ryan introduced Wanda Hill to the board and explained what she has been doing. He briefly discussed the implementation of PHA-Web, the Community Service & Self Sufficiency Requirement, and the Violence Against Women Act. The ACOP (Admissions and Continued Occupancy Policy) will be finalized in July and a public meeting has been warned. Jonathan Ryan explained that the conference call with Heather Birchall and Marilyn Sullivan was a positive call. Capital Funds 14, 15, & 16 are being closed with help from Paul Dettman. The new insurance policy was discussed and explained as well as a meeting that is scheduled with Chief Doucette regarding possible installation of more cameras in willowbrook.
4. Staff Reports.
 - a. Section 8 - Penny Taylor explained how many vouchers are currently leased and how many are available or in the process of being leased. She explained that direct deposit of the HAP payments are now fully implemented and she is in the process of making tenants utility allowance payments go directly to the utility vendor. Penny Taylor explained that she is scheduling trainings for the staff and gave a list of trainings/webinars that have been taken by BHA staff. In closing she reported that she and Lindsay Vajda will be taking care of the Summer Lunch Program.
 - b. Facilities - Dack Lauzon explained that Paul Dettman has been working on closing the 14, 15, and 16 Capital Fund grants and doing the necessary reporting to HUD. He explained that the Willowbrook spray foam job is complete and we should be receiving an incentive from 3E Thermal. Three of the street lights in Willowbrook have been replaced and are now LED. The key fob system is complete at Brookside and Walloomsac, and a speed bump has been installed

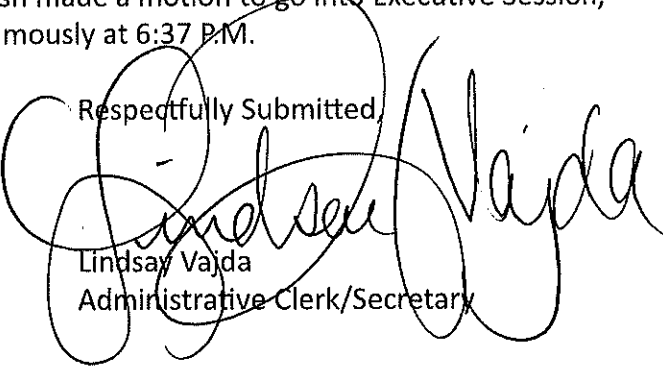
at Beech Court. Dack Lauzon closed his report by explaining what he learned at the REAC training that he, Dale and Bob went to in New Hampshire.

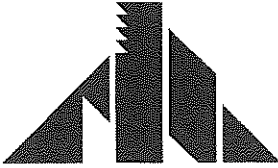
c. Administration - Lindsay Vajda explained what Wanda Hill's job is and told the board that she is doing an exceptional job. She reported that PHA-Web is the fully implemented and explained the trainings that were taken. Lindsay Vajda told the board that she has been sending warning letters to tenants with overdue balances and that she is seeing a difference already. Lindsay Vajda reported that Stephanie Bixby from Burlington Housing Authority was in working with BHA Staff teaching them file reorganization.

5. Resolution #458, Approve Updated Code of Conduct & Conflict of Interest Policy. Sharyn Brush made the motion to approve Resolution #458, Kristi Pepoon seconded and it was approved unanimously.
6. Resolution #459, Approve Smoke Free Policy. Approval would be made after corrections are made to the policy.
7. Resolution #460, Approve Waiting List Closure. Kristi Pepoon made the motion to approve Resolution #460, Sharyn Brush seconded and it was approved unanimously.
8. Resolution #461, Approve 2019 Annual Plan. Sharyn Brush made the motion to approve Resolution #461, Kristi Pepoon seconded and it was approved unanimously.
9. Resolution #462, Approve 2018 - 2023 Five Year Plan. Sharyn Brush made the motion to approve Resolution #462, Kristi Pepoon seconded and it was approved unanimously.
10. Financial Reports. Nothing to discuss.
11. The May meeting will be held on Monday, July 16, 2018 at 5:00 p.m. in the Walloomsac Apartments Community Room.
9. Other Business. No business to discuss

With no other business to address Sharyn Brush made a motion to go into Executive Session, Kristi Pepoon seconded it was approved unanimously at 6:37 P.M.

Respectfully Submitted,


Lindsay Vajda
Administrative Clerk/Secretary



OCCUPANCY REPORT

July 18, 2018

VACATED	READY	RENTED	NO. OF DAYS
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WILLOWBROOK:

Apt. 211 Palmatier	5/31/18	6/19/18	7/9/18	38
Apt. 217 Mattison	7/3/18			

Since July 1, 2017 there have been 25 vacant units with a total of 477 vacancy days.

477 divided by 25 equals 19.08 average days

Bennington Housing Authority
Executive Directors Report

July 16, 2018

- Budget Review

- Staffing & Operations Review: We have completed or recruitment efforts with regard to the second Office Administrator. Our new hire, Laticia Gordon is a graduate of the Community College of Vermont in Administrative Management and ran her own business for 20 years. Laticia will team with Wanda Hill in staffing our front office and will devote about half her time in assisting Penny with the HCV/Section 8 program. We have just started our recruitment efforts for a 4th superintendent. With this hire we will have completed our staffing adjustments.

- Policy Reviews:
 - Admissions & Continued Occupancy Policy (ACOP). Public Hearing scheduled for early August. To be considered by the Board at August meeting.

 - Waiting List Preferences Policy, to be considered as part of ACO

 - Procurement Policy, To be considered today

 - Waiting List closed Aug 1

 - Section 8 HCV Policy, Internal Review Complete, Policy to be considered by Board in August

 - Community Service and Self Sufficiency Policy: Childrens Lunch Program

 - Smoke Free Policy: Implementation at Willowbrook and Beech Court to be complete 31 July

 - Tenant File Review: A comprehensive review of all tenant files for rent calculation accuracy and complete documentation. Ongoing with Consultant

- HUD Program Compliance
 - Action Plan

- Capital Funds Grants
 - Capital Planning: We will begin next week to plan our 2018/19 Capital Program. This program includes playground installations at Willowbrook and Beech Court. We will also begin planning with Architect Jeff Goldstone the modifications to the Willowbrook Community/Office Building.
 - Capital Fund Grants for 2013,14,15 and 16 have all now been successfully closed out with HUD
 - Capital Fund Grant 2017 is now being implemented, this work, which is to be completed this summer occurs primarily at Willowbrook and includes Fence Replacement, Window Replacement and Building Insulation.

PROGRAM - SECTION 8 ADMINISTRATION

Assess current voucher lease-ups	Ongoing Assessment			
	Update Section 8 Administrative Plan		X	
Complete comprehensive tenant file review		X		
Implement SEMAP and HQS quality control methology	X			
Staff Training on updated Admin Plan, etc.			X	

HUD - COMMUNICATION AND COMPLIANCE

Monthly Report to HUD on progress & modifications	X	X	X	X
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Bennington Housing Authority

Fiscal Year Ending June 30, 2019

Consolidated Budget of Operating Income and Expenses

REVENUES	2018/2019	2018/2019	Budget	Budget	2018/2019
	PHA	Voucher	2018/2019	2017/2018	Increase Decrease
Dwelling Rental Income	912,000		912,000	870,900	41,100
Excess Utilities	8,300		8,300	7,800	500
PHA Operating Fund Subsidy	612,700		612,700	561,500	51,200
HAP Subsidy		1,147,000	1,147,000	1,044,000	103,000
Administrative Fees		135,740	135,740	132,849	2,891
Interest Income	400		400	400	-
Other Income	19,070	750	19,820	25,600	(5,780)
CFP Grant - operations	80,000		80,000	60,000	20,000
Total Revenue	1,632,470	1,283,490	2,915,960	2,703,049	212,911
EXPENSES					
Administration					
Administrative Salaries	184,050	47,740	231,790	191,450	40,340
Legal	29,500	500	30,000	30,000	-
Travel	2,340	1,910	4,250	4,250	-
Accounting	13,170	10,770	23,940	23,520	420
Audit	6,130	2,630	8,760	8,760	-
Other Administrative Expense	47,250	38,660	85,910	85,000	910
Total Administrative Expense	282,440	102,210	384,650	342,980	41,670
Tenant Services:					
Tenant Services Salaries	-		-	-	-
Contract Costs	2,500		2,500	2,500	-
Total Tenant Services	2,500	-	2,500	2,500	-
Utilities:					
Water and Sewer	78,000		78,000	87,500	(9,500)
Electric	180,000		180,000	180,000	-
Fuel & Propane	157,500		157,500	125,000	32,500
Heat Labor	15,200		15,200	15,200	-
Total Utilities	430,700	-	430,700	407,700	23,000
Maintenance					
Maintenance Salaries	196,130		196,130	226,090	(29,960)
Materials and Supplies	68,000		68,000	57,600	10,400
Contract Costs	171,520		171,520	153,000	18,520
Total Maintenance	435,650	-	435,650	436,690	(1,040)
General Expense and HAP					
Insurance	97,150	2,860	100,010	93,500	6,510
Payment in Lieu of Taxes	48,960		48,960	47,100	1,860
Employee Benefits	180,190	21,760	201,950	202,970	(1,020)
Collection Loss	7,500		7,500	5,000	2,500
Other General Expense	10,000	3,500	13,500	10,000	3,500

Housing Assistance Payments		1,147,000	1,147,000	1,044,000	103,000
Total General Expenses	343,800	1,175,120	1,518,920	1,402,570	116,350
Total Operating Expenses	1,495,090	1,277,330	2,772,420	2,592,440	179,980
Net Income (Deficit) Prior to Non Routine Expenses	137,380	6,160	143,540	110,609	32,931
NON ROUTINE EXPENSES					
Extraordinary Maintenance	30,000		30,000	35,000	(5,000)
Equipment	50,000		50,000	-	50,000
Betterments and Additions	20,000		20,000	65,000	(45,000)
Total Non Routine Expenses	100,000	-	100,000	100,000	-
Net Income	37,380	6,160	43,540	10,609	32,931
Reserve Balance 6/30/2017	577,679	75,446			
Projected increase 6/30/2018	9,370	1,239			
Projected Balance 6/30/2018	587,049	76,685			
Projected Increase 6/30/2019	37,380	6,160			
Projected Balance 6/30/2019	624,429	82,845			

Bennington Housing Authority

Fiscal Year Ending June 30, 2019

Operating Budget Public Housing

Type of Submission	ACC Number:	B 3018
X Original	No. of Dwelling Units:	195
Revision No.	Unit Months	2340

Name of Public Housing Agency: Bennington Housing Authority Willow Road Bennington, VT 05201	Fiscal Year Ending June 30, 2019	Dev. No. VT 009
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PUBLIC HOUSING ONLY

REVENUES:

Operating Income	Current Year Budget 2018	P.U.M.	P.U.M.	Requested Budget 2019
3110 Dwelling Rent Income	870,900	372.18	389.74	912,000
3120 Excess Utilities	7,800	3.33	3.55	8,300
3190 Non Dwelling Rental	0	0.00	0.00	0
3191 Roof Top Antenna Lease	0	0.00	0.00	0
3610 Interest Income	400	0.17	0.17	400
3690 Miscellaneous Income	25,000	10.68	8.15	19,070
3691 Operating Transfers	60,000	25.64	34.19	80,000
8020 Operating Fund Subsidy	561,500	239.96	261.84	612,700
Total Operating Income	1,525,600	651.97	697.64	1,632,470

360.23 (29.51)
-69061.8

Subsidy projected for 2018 692338
Proration 93.2% 636950.84
6 months 318475.41
6 months @ 85% 284243.81
 612719.11

ROUTINE OPERATING EXPENDITURES:

Administration	Current Year Budget 2018	P.U.M.	P.U.M.	Requested Budget 2019
4110 Administrative Salaries	139,220	59.50	78.65	184,050
4120 Compensated Absences	0	0.00	0.00	0
4130 Legal Expense	29,500	12.61	12.61	29,500
4140 Training	0	0.00	0.00	0
4150 Travel	2,340	1.00	1.00	2,340
4170 Fee Accounting	12,940	5.53	5.63	13,170
4171 Audit Services	6,130	2.62	2.62	6,130
4180 Rent	0	0.00	0.00	0
4190 Other Administrative Expenses	48,100	20.56	20.19	47,250
Total Administrative Expense	238,230	101.81	120.70	282,440

318475.41

Tenant Services

4210 Salaries	0	0.00	0.00	0
4220 Recreation & Other Services	0	0.00	0.00	0
4230 Contract Costs, Training & Other	2,500	1.07	1.07	2,500
Total Tenant Services	2,500	1.07	1.07	2,500

Utilities

4310 Water	87,500	37.39	33.33	78,000
4320 Electric	180,000	76.92	76.92	180,000
4330 Gas	0	0.00	1.07	2,500
4340 Fuel Oil	125,000	53.42	66.24	155,000
4350 Labor	15,200	6.50	6.50	15,200
4390 Other Utilities Expense	0	0.00	0.00	0
Total Utilities Expense	407,700	174.23	184.06	430,700

Ordinary Maintenance & Operations

4410 Labor	226,090	96.62	83.82	196,130
4420 Materials & Supplies	57,600	24.62	29.06	68,000
4430 Contract Costs	153,000	65.38	73.30	171,520
Total Ordinary Maintenance	436,690	186.62	186.18	435,650

Protective Services

4460 Labor	0	0.00	0.00	0
4470 Materials & Supplies	0	0.00	0.00	0
4480 Contract Costs	0	0.00	0.00	0
Total Protective Services	0	0.00	0.00	0

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Name of Public Housing Agency:
Bennington Housing Authority

General Expense	Requested Budget 2018	P.U.M.	P.U.M.	Requested Budget 2019
4510 Insurance	90,540	38.69	41.52	97,150
4520 Payment in Lieu of Taxes	47,100	20.13	20.92	48,960
4530 Terminal Leave Payments	0	0.00	0.00	0
4540 Employee Benefits	178,470	76.27	77.00	180,190

4570 Collection Loss	5,000	2.14	3.21	7,500
4580 Interest Expense		0.00	0.00	
4590 Other General Expense	10,000	4.27	4.27	10,000
Total General Expense	331,110	141.50	146.92	343,800
Total Routine Operating Expenditures	1,416,230	605.23	638.93	1,495,090
NET INCOME (LOSS) BEFORE NON-ROUTINE	109,370	46.74	58.71	137,380
NON-ROUTINE EXPENDITURES				
4610 Extraordinary Maintenance	35,000	14.96	12.82	30,000
7520 Capitalized Replacements of Equip.		0.00	0.00	
7521 Non-Capitalized Replacements of Equip.	0	0.00	21.37	50,000
7540 Capitalized Betterments & Additions	65,000	27.78	8.55	20,000
7541 Non-Capitalized Betterments & Additions		0.00	0.00	
Total Non-Routine Expenditures	100,000	42.74	42.74	100,000
NET INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	9,370	4.00	15.97	37,380

ANALYSIS OF UNRESTRICTED NET ASSETS (RESERVES)				
Balance at the end of the previous fiscal year	FYE 6/30/2017			577,679
Estimated increase or decrease current Year	FYE 6/30/2018			9,370
Estimated balance at the end of the current year	FYE 6/30/2018			587,049
Estimated increase or decrease requested	FYE 6/30/2019			37,380
Estimated Balance at the end of the requested year	FYE 6/30/2019			624,429

PHA Approval: Name: _____
Title: Executive Director
Signed: _____
Date: _____

Bennington Housing Authority

Fiscal Year Ending June 30, 2019

Schedule of Administrative Expenses

ITEM	Total	PH		
		VT 9-1 etal	VO	
Legal Expense	30,000	29,500	500	
Travel:				
Conventions & Meetings	1,750	963	788	187 0.489528
Travel outside	1,750	963	788	195
Travel within	750	413	338	382
Total Travel	4,250	2,338	1,913	
Accounting	23,940	13,167	10,773	1957
Audit Fee	8,750	6,125	2,625	
Other Administrative Expenses:				
Publications	600	330	270	
Advertising	750	413	338	
Copier expense	3,000	1,650	1,350	
Membership Dues and fees	900	495	405	
All communications - see below	37,740	20,757	16,983	
Postage	5,700	3,135	2,565	
Computer software	10,000	5,500	4,500	
Other Sundry - see below	27,220	14,971	12,249	
Total other administrative expense	85,910	47,251	38,660	
GRAND TOTAL	152,850	98,380	54,470	1848
	152,850			
Breakdown of Communications				8500
AT&T Mobile	4,500			
Comcast	22,800			
Metro Telecom	840			
Sovernet Communications	7,200			
Bershire Communications	2,400			
	<u>37,740</u>			
Breakdown of Other Sundry				
CIT	1,780			
DeLage Landen	1,700			
First Light Fiber	800			
NE News	400			
Nan McCay	700			
P/R Fees	1,200			
Safeguard Business	1,750			
Staples	4,200			
TALX	1,800			
Neirod Co	9,980			
PI Company	1,410			
Computer expenses	1,500			
	<u>27,220</u>			

breakdown more detail for 4190 next year

Bennington Housing Authority

Fiscal Year Ending June 30, 2019

Schedule of Positions and Salaries

ADMINISTRATION		2017/2018	2017/2018	Fiscal Year		
	Current	Salary	Code	Total	PH	Voucher
Executive Director	67,789	67,789	3	67,789	64,400	3,389
Director HCV/Section 8	40,320	40,320	4	47,000	5,000	42,000
Director Administrative Services	37,942	37,942	3	47,000	44,650	2,350
Office Clerk	33,594	33,594	2	35,000	35,000	
Office Clerk	30,000	30,000	2	35,000	35,000	
TOTAL ADMINISTRATION	209,645	209,645		231,789	184,050	47,739
				231,789		
MAINTENANCE		2016/2017	2017/2018	Fiscal Year		
	Current	Salary		Total	PHA	
Director Facilities	48,740	48,740		53,000	53,000	
Maintenance Aide	36,099	36,099		38,251	38,251	
Maintenance Aide	31,729	31,729		35,000	35,000	
Maintenance Aide	29,994	29,994		35,000	35,000	
Maintenance Aide	New 0	0		30,000		
Chief Inspector	23,652	23,652		25,074	25,074	
On-call - pager						
Overtime	25,000	25,000		25,000	25,000	
TOTAL MAINTENANCE	195,214	195,214		241,325	211,325	0
					Heat Labor to Utilities	(15,200)
					Net	196,125
GRAND TOTAL				473,114	395,375	47,739
					Net	

PERCENTAGE FOR BENEFIT ALLOCATION #1 93.66% 83.67% 10.09%

Unit Allocation	Code 1	Code 2	Code 3	Code 4
PH	90.00%	100%	95%	
VO	10.00%		5%	100%
	0	100%	100%	100%

Bennington Housing Authority

Fiscal Year Ending June 30, 2019

Schedule of Insurance

<u>ITEM</u>	<u>Total</u>	<u>PH VT 9-1etal</u>	<u>Section 8 VO</u>	<u>MGMT</u>
	7,000	7,000		
Property & Liability, Flood	62,500	62,500		
Worker's Compensation	25,000	20,892	2,523	0
Truck	4,000	4,000		
D&O	3,300	2,758	333	
Total	101,800	97,150	2,856	0
	100,006			
Rounded		97,150		

Schedule of Employee Benefits

<u>ITEM</u>	<u>Total</u>	<u>PH VT 9-1etal</u>	<u>Section 8 VO</u>	<u>MGMT</u>
FICA	36,193	30,246	3,652	0
Retirement	33,118	27,676	3,342	0
Health	134,908	112,741	13,613	0
Unemployment	1,200	1,003	121	0
Life etc	10,200	8,524	1,029	0
Total	215,619	180,190	21,757	0
	201,947			
Rounded		180,190		

Bennington Housing Authority

Fiscal Year Ending June 30, 2019

Schedule of Non-Routine Expenses

Non-routine Maintenance		Extraordinary Maintenance	
Parking Lot curb striping	VT 9-2,3,4	\$ 6,000	
Tree removal	VT 9-1,2,3,4	\$ 6,000	
Common area carpet cleaning	VT 9-2,3	\$ 4,000	
Common area hallway painting	VT 9-2,3	\$ 14,000	
Total		<u>\$ 30,000</u>	
Replacemements			
Ranges and refrigerators	VT 9-2,3	<u>\$ 50,000</u>	\$ 50,000
Betterments and Additions			
Window Replacement	VT 9-1,2,3,4	\$ 10,000	
Entrance door replacement	VT 9-1,2,3,4	\$ 10,000	
		<u>\$ 20,000</u>	

Bennington Housing Authority

Fiscal Year Ending June 30, 2019

Summary of Budget Data & Justification

Name of Authority: Bennington Housing Authority	Locality Bennington, VT	Fiscal Year End: June 30, 2019
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OPERATING RECEIPTS OMB Approval No. 2577-0026 (exp. 10/31/97)

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment of utility costs by HA and/or tenant.

Current Average Rent Roll	78,000	
Months	<u>12</u>	
Total	912,000	227,964
		75988
Rounded	<u>912,000</u>	

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas ___ Electricity ___ Other ___ Specify) _____

2. Comments

Based on 2018 projected 8,300

Non-dwelling Rent: (Not for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1. Space Rented To Whom Rental Terms

Rental of PHA space 0

2. Comments

0

form HUD-52573 (3/95)

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Name of Authority: Bennington Housing Authority	Locality Bennington, VT	Fiscal Year End: June 30, 2019
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Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated based on current investments and rates 400

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimates of utility charges to tenants.

Laundry and Misc Receipts			<u>19,070</u>
Capital Fund Operations			<u>80,000</u>
			<u>ROUNDED</u>
See HUD 52566	Total Admin	184,050	184,050
			0
	Total Maint.	196,125	<u>196,130</u>
			<u>380,180</u>

Travel, Publications, Membership Dues & Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

		<u>Per HUD 52571</u>	<u>Rounded</u>
See HUD 52571	Legal	29,500	29,500
	Travel	2,338	2,340
	Accounting	13,167	13,170
	Auditing	6,125	6,130
	Other	47,251	47,250

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form HUD-52573 (3/95)

Name of Authority: Bennington Housing Authority	Locality Bennington, VT	Fiscal Year End: June 30, 2019
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Utilities: Give an explanation of substantial Requested Budget Yr estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Water	78,000	Fuel	155,000
Electric	180,000	Other	0
Propane	2,500	Total	<u>415,500</u>
		Labor	15,200
			<u>430,700</u>

Ordinary Maintenance & Operation - Materials: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

Based on FYE 6-30-2018 actual experience as projected 68,000

53707
67840.42

Ordinary Maintenance & Operation - Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Yr increases over the PUM rate of expenditure for Contract Service in the Current Budget Yr. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Pest Control	2,100	Uniforms	1,600
Fire & Sprinklers	4,000	Truck repairs	2,500
Elevator	9,000	Carpets & Floors	3,000
Ben Hulett	14,000	Appliance repairs	3,000
Trash	19,320	Other as needed	25,000
Dale Amidon	13,500		
Door Controls	3,500		
Lawn and Snow	15,000		
Ehrlich (Contract - incl bedbugs)	50,000		
Plumbing & Heating	6,000		
			<u>171,520</u>

145663
174795.6

Insurance: Give an explanation of substantial Requested Budget Yr estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

See Attached Schedule

Name of Authority: Bennington Housing Authority	Locality Bennington, VT	Fiscal Year End: June 30, 2019
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Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

See Attached Schedule

form HUD-52573 (3/95)

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Estimated Write-Off 7,500

Extraordinary Maintenance, Replacement of Equipment, and Betterments & Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to HUD-52567 need not be repeated here.

See schedule of non-routine maintenance

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

N/A

Payment in Lieu of taxes (PILOT)

DR Income	912,000
Excess Utilities	8,300
Non DR income	<u>0</u>
Utilities	<u>(430,700)</u>
	<u>489,600</u>
X 10%	<u>48,960</u>
Rounded	<u>48,960</u>

Bennington Housing Authority
Section 8 Voucher Program Report

July 2018

- Vouchers:
 - We have 184 Section 8 tenants leased up as of 7/1/2018.
 - We paid the Section 8 Landlords \$92,898.00 as of July 12, 2018
 - We are told to go to 194 on vouchers.
 - We have ten vouchers available
 - We have five vouchers on the street and one portability coming in.
 - I will be scheduling four briefing meetings this week.

- Section 8 Program:
 - Did our first utility allowance checks being paid to the utility companies, ran into a problem with one tenant, working with new program to try to fix problem.
 - SEMAP records for HQS inspections and waiting list are going to be conducted by Burlington Housing Authorities this year.
 - Still waiting for my EIV access
 - We hired a new employee today, Latisha Gordon. Who will be helping with Section 8.

- Trainings:
 - Lindsay, Dack and I took "HQS for Public Housing-A Small PHA Update" webinar.
 - Terry Allen took the "REAC Success Webinar"
 - All employees took "Hoarding and Smoking Risks Webinar"
 - Jonathan took "Housing Discrimination Parts 1 and 2 on HUD Youtube"

- Programs:
 - Lunch Program started July 2 and going very well. (average 91 breakfast/lunches for Willowbrook and 45 breakfast/lunches for Beech Court).
 - The Mission from North Carolina were at Beech Court and Willowbrook.
 - A Opal Health program by Penny Vannaman has began at Brookside. It is being scheduled for Walloomsac, Beech Court and Willowbrook.
 - Hope Fellowship Church will be conducting a Annual Family Day for everybody. It will be held at Willowbrook on August 4th.

Bennington Housing Authority
Facilities Report
July 2018

Willowbrook:

- Received \$33,351.00 final incentive from 3E Thermal for Spray Foaming crawl spaces
- Worked on Reac Preparation

Brookside:

- Worked on Reac Preparation

Walloomsac:

- Worked on Reac Preparation

Beech Court:

- Worked on Reac Preparation

Maintenance has focused extensively on making sure our campuses are in order for our Reac Inspection, which has begun today. We are confident that our hard work will pay off in the end. After this inspection we will be focusing on turnovers as we have several upcoming vacancies .

