



BHA Regular Meeting of the Board of Commissioners
March 28, 2023
Via zoom
Draft Minutes

BOARD MEMBERS PRESENT: Sandy Bessette- Chair; Sharyn Brush - Vice-Chair; Lindsay Vajda- Secretary; Chris Oldham; Paul Walden

NOT PRESENT: Rose Morrison

ALSO PRESENT: Dack Lauzon Facilities Director, Penny Taylor, Jade Taylor, Mary Gerisch and Lindsay Vajda- Executive Director

TENANTS PRESENT: None

A quorum being present; the Chair called the meeting to order at 4:48 p.m.

Agenda Item 1- Minutes of prior meeting:

After reviewing the draft Minutes of the prior meeting, and upon motion of Sharyn, seconded by Chris, it was unanimously,

RESOLVED, that the Minutes from the February 2023, Board of Commissioners meeting be approved to become a permanent part of the records of the corporation.

Agenda Item 2-Executive Director Report:

Lindsay reported that reminder letters were sent regarding delinquencies. BHA sent 77 reminder letters last month and has sent 73 such letters this month.

Economic services is still paying rent for some tenants who have not yet had 18 months of assistance. In February and March we received Three Thousand, Three Hundred and Ninety-Seven Dollars (\$3,397.00) for each month. Lindsay has been encouraging tenants to have Reach Up direct vendor payments, since many Reach-Up tenants are approaching their 18 month limit for funds.

Delinquent accounts continue to rise, and BHA is referring tenants to BROCC to find out if they qualify for assistance in paying their back rent from OEO funds.

Housekeeping inspections are continuing with Lindsay and Dack. After the Annual inspections it was noted that there are several more tenants who appear to have hoarding/housekeeping issues. These inspections are taking place on Wednesdays, when the office is closed to the public.

Lindsay briefly reviewed the cases currently in Court, including one whose rent is current but continues to fail housekeeping inspections. Lindsay and our attorney are working with legal aid to set up a program to allow the tenant to meet monthly goals while the case remains pending.

There is still one tenant paying her rent into court, per an Escrow Order. This money is not available to BHA until the case is over, or until the Judge orders its disbursement.

Agenda Item 3- Staff Reports:

Section Eight Report:

Penny reported that Section 8 vouchers have increased to 198, whereas PBV are at 182. There are 44 Mainstream vouchers.

She also reported that we currently have 10 HCV vouchers on the street, and 7 Mainstream vouchers on the street.

Penny, Jade and Mary continue to help distribute food to tenants weekly, and the other programs remain the same.

Facilities Report: Dack's team is still working on bringing the many vacant apartments up to date with repairs. He noted that a couple of empty apartments at Brookside should be ready next month.

He also reported that they continue to work on the bed bug remediation issues. Our Pest Control company hosted training sessions for Walloomsac and Brookside tenants, to inform them of how they could help to remediate the problem. Dack noted that those trainings were well attended.

Dack and Lindsay were originally looking for an inspector for apartments, on a part time basis, who was certified. Since they did not get any responses to that posting, they have decided to allow Dale- who is certified- to continue doing inspections. Instead they will hire a part- time maintenance person to balance out the load of duties.

Agenda Item 4- Financial Reports:

Lindsay reported that there is nothing unusual in the financial reports for the month, but noted that we will see a slight increase in legal fees. She also pointed out that some plumbing work relative to the hot water at Willowbrook is needed. The tanks are apparently undersized for the number of units. This issue had already been budgeted for under Betterments, so it will not cause any additional or unbudgeted expense.

The financials had been circulated prior to the meeting to give the Board time to review them.

After a brief discussion, it was, upon motion by Sharyn and seconded by Chris, unanimously

RESOLVED, that the financial reports attached hereto as Exhibit A for the month of March 2023 are hereby accepted to be a permanent part of the records of the Corporation.

Agenda Item 5- Next meeting date:

There was discussion relative to the time and date of the next meeting. After discussion, the next Board meeting was scheduled for Tuesday, April 25th, at 4:45 pm. This meeting will take place on zoom unless the Board decides otherwise in the interim.

Agenda Item 6- Public Comments

No public was present to comment.

Agenda Item 7 - Executive Session

As had been scheduled, and upon motion of Sharyn seconded by Chris, it was unanimously

RESOLVED, that the public portion of the meeting be adjourned, and that the Board move
Into Executive Session to discuss the Executive Director's annual Review.

Respectfully Submitted

Lindsay Vajda, Secretary