



BHA Regular Meeting of the Board of Commissioners  
June 27, 2023  
4:45 PM  
Willowbrook Community Room  
Minutes

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BOARD MEMBERS PRESENT: Sandy Bessette- Chair; Sharyn Brush - Vice-Chair; Paul Walden; Rose Morrison; Lindsay Vajda- Secretary/Executive Director; Scott Fox; and Nancy Belconis

ALSO PRESENT: Penny Taylor, Director Section 8; Dack Lauzon, Facilities Director, and Jade Taylor

TENANTS PRESENT: Ashley Raleigh and Michelle Wilder

A quorum being present, the Chair called the meeting to order at 4:47 PM.

1. Minutes of prior Board Meeting

This item was tabled, and the May Minutes will be circulated prior to the next meeting.

2. Executive Director Report

Lindsay reported that 80 reminder letters were sent out in May, and 93 such letters were sent out in June. Some of this is due to air conditioner charges which some tenants have forgotten to include in their rental payments. It is anticipated that air conditioner amounts will be paid along with the July rent.

Reach Up funding through ERAP is winding down, and BHA received \$1,492.00 from that program. BHA also received the final VERAP payment for one elderly tenant.

Lindsay and Amber have been doing back yard inspections at Willowbrook and Beech Court. The second round of inspections showed improvement at both campuses.

Housekeeping Inspections by Lindsay and Dack are continuing,

The update on litigation is that two tenants have reached settlement with the assistance of their legal aid attorneys. One tenant is required to vacate by July 31, 2023 and the other by August 31, 2023. There are also currently two tenants paying rent into the Court's escrow accounts. Two more tenants are scheduled for rent escrow hearings; one in July and one in September.

3. Section 8 Director's Report

Penny reported that we currently have 196 Section 8 (HCV) vouchers in use; 186 PBV vouchers in use and 52 Mainstream vouchers in use. On the street we currently have 15 Section 8 vouchers and 3 Mainstream vouchers.

In our PBV complexes we have one open apartment left at Willowbrook, one at Beech Court, and one at Brookside.

Many training sessions were taken this past month including: Pet Policy training by Jade and Amber, HQS standards inspections by Dale, Documentation of income for home owning applicants by Jade and BOS meeting by Lindsay.

Dream and SVSU continue their programs at Beech court and Willowbrook, and Easter Seals continues its program at Willowbrook.

#### 4. Facilities Report

Dack reported that his team is mainly working on the empty units at all complexes.

Painting of the trim at Beech Court will begin in mid-July.

Dack and Lindsay are not only continuing the housekeeping inspections, but those inspection results are improving a bit. The Town has been involved in a few instances, which seems to give those tenants more motivation to remedy the issues.

Bed bug remediation, particularly at Brookside, continues. Dack and the exterminators will continue their efforts until the problem is fully resolved.

#### 5. Financial Reports:

Lindsay reported that we are winding down the fiscal year. The financial Reports having been circulated in advance of the meeting, it was, upon motion by Rose seconded by Sharyn, unanimously

RESOLVED that the financial reports for May 2023 be accepted as submitted to be a permanent part of the minutes and records of the corporation.

#### 6. Resolution Number 503- Fiscal Year 2024 Operating Budget

The Resolution having been circulated in advance, Lindsay discussed the details of the increase in budget. Overall increases in cost of materials, as well as fuel costs, have impacted the budget projection. Additionally, BHA had, over the course of the year, 25 vacant units which needed to be repaired/prepared for a new tenant; all of this was also impacted by increased contractor costs. In preparing this budget, Dack and Lindsay have scaled back on other projects, and prioritized those things that are necessary. Included in this budget is a reasonable accommodation for one apartment that will be quite expensive, but which is required by federal law. The ramp has been partially funded by a grant, but the downstairs bathroom will cost approximately \$19,000.00. BHA will apply for funding, but it must be included in the budget in case other funding is not available. After a discussion and questions being answered, it was, upon motion by Sharyn seconded by Rose unanimously

RESOLVED, that Resolution Number 503, Fiscal Year 2024 operating budget is hereby adopted as submitted, and as attached hereto as Exhibit A, to be a permanent part of the Minutes and records of the Corporation.

#### 7. Resolution Number 504- Write Off of Uncollected Debts

The Resolution having been circulated in advance, Lindsay explained that the amount to be written off (\$46,719.35) are amounts due from non-active tenants. If any of the people included are again applying to BHA, they have to enter into a repayment agreement to become active on the waiting list. After a brief discussion, it was, upon motion by Sharyn, seconded by Paul, unanimously

RESOLVED that Resolution # 504 of the BHA (attached hereto as Exhibit B) shall be and is hereby approved and adopted to be effective immediately as a permanent part of the records of BHA.

#### 8. Other Business

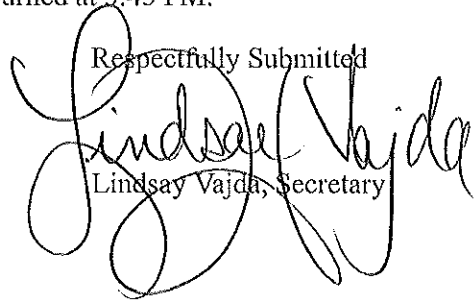
The next Board of Commissioners meeting will take place on August 15th, in person, at the Willowbrook Community Room.

9. Public Comment

No public comments were presented.

There being no further business to be conducted, the meeting adjourned at 5:45 PM.

Respectfully Submitted

A handwritten signature in cursive script that reads "Lindsay Vajda". The signature is written in black ink and is positioned over the typed name and title.

Lindsay Vajda, Secretary

