



BHA Regular Meeting of the Board of Commissioners
October 17, 2023
4:45 PM
Willowbrook Community Room
Minutes

BOARD MEMBERS PRESENT: Sandy Bessette- Chair; Sharyn Brush- Vice Chair, Rose Morrison; Nancy Balconis and Lindsay Vajda- Secretary/Executive Director

BOARD MEMBERS ABSENT: Paul Walden

ALSO PRESENT: Penny Taylor; Dack Lauzon; Jade Taylor; and Mary Gerisch.

TENANTS PRESENT: Scott Fox

A quorum being present, the Chair called the meeting to order at 4:46 PM.

1. Minutes of Prior Board Meetings

The minutes for the August 2023 Board meeting having been circulated in advance, and there being no further discussion or corrections, it was, upon motion by Sharyn, seconded by Rose, unanimously

RESOLVED, that the Minutes from the August 15, 2023 Board meeting are hereby approved to be a permanent part of the records of the corporation, attached hereto as Exhibit A.

2. Executive Director Report

Lindsay reported that in September Ninety (90) reminder letters were sent, and in October Ninety-Four (94) such letters were sent. She further clarified that reminder letters are sent to anyone with a balance on their account, even if it is only \$1.00.

Housekeeping Inspections with Dack have been progressing, and yard inspections with Amber are also being done.

Relative to Court proceedings: BHA is proceeding with three to five more non-payment terminations, which will be halted if those tenants enter into repayment agreements. As to cases currently in court, one Writ of Possession was issued; One Damages hearing was held in October, and one Bench Trial is scheduled for December.

Lindsay also updated the Board on the dog bite issues. The tenant who was bitten has had their attorney send a demand letter, which was turned over by BHA to the insurance company's attorney. Lindsay will keep the Board updated on any further information.

It was also noted that the Auditors will be doing file reviews at the BHA office on November 2, 2023.

3. Staff Reports

Section 8 Report. Penny notes that there are currently Two Hundred and One (201) Section 8 tenants leased up as of October 17, 2023. There are also One Hundred and Eighty-Six (186) Project Based Voucher tenants leased up as of October 17, 2021. As to Mainstream Vouchers, there are Fifty-Two (52) tenants leased up as of that same date. There are currently Eleven (11) Sec 8 HCV vouchers on the street. Currently there are three (3) apartments available at Willowbrook, Two (2) apartments available at Brookside and One (1) apartment available at Walloomsac.

The total amount paid to Landlords as of October 17, 2023 is Two Hundred and Twenty-Five Thousand, Eight Hundred and Thirty-Nine (\$225,839.00) Dollars.

Annual and Interim reports are being completed. The Annual Reviews for Brookside are completed.

Annual Inspections for Beech Court and Willowbrook will begin in one (1) week.

All family involvement programs at Willowbrook and Beech Court remain unchanged.

Facilities Report. Dack described the team's continuing efforts to complete the work on empty apartments at Willowbrook, Walloomsac and Brookside.

Inspections with Lindsay are continuing.

Updates on completed work include: (1) the painting of all trim at Beech Court is completed, and (2) the installation of new ground floor patios at Walloomsac is completed.

Dack also plans on hiring two part time employees who will be responsible for cleaning the common areas at Walloomsac and Brookside. They will be working for four (4) hours per day on each campus. This will free up the rest of the staff for maintenance, repairs and inspections.

4. Financial Reports:

The Financial Reports having been circulated in advance of the meeting and attached hereto as Exhibit B, it was, upon motion by Sharyn seconded by Rose, unanimously

RESOLVED that the financial reports submitted as Exhibit B be accepted as submitted to be a permanent part of the minutes and records of the corporation.

5. Resolution Number 506- Approval to Amend the Five Year Plan

Lindsay explained to the Board that BHA intends to offer additional Project Based Vouchers to two properties which are being developed/renovated by Hale Resources. One is the old Thatcher House building on Pleasant Street, and one is the Old Benn High project that will begin soon (but probably not be completed for some time). As a result of this collaboration, BHA's Five Year Plan must be modified to reflect this new program.

The Resolution having been circulated in advance, it was, upon motion of Sharyn Seconded by Rose, unanimously

RESOLVED, that Resolution Number 506 "Amendment of Five Year Plan", is hereby approved; and be it further

RESOLVED, that the Executive Director is hereby authorized and directed to submit an Amended Five Year Plan to HUD by the deadline filing date for the same.

6. Resolution Number 507- Amendment to Section 8 Administrative Plan

This Resolution had been circulated in advance of the meeting. Lindsay explained that the Amendment to the Administrative Plan is needed due to the anticipated extra Project Based Vouchers for the Hale Resources collaborations. After some discussion it was, upon motion by Sharyn seconded by Rose, unanimously

RESOLVED, that the Amended Section 8 Administrative Plan attached hereto as

Exhibit C shall be, and is hereby approved; and be it further

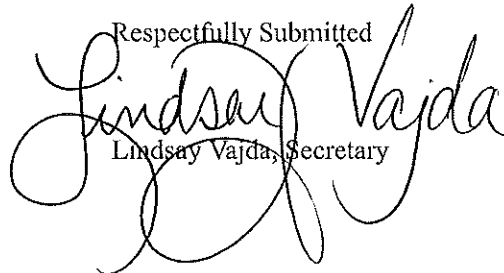
RESOLVED, that said changes to the Section 8 Administrative Plan shall be effective immediately.

7. Public Questions- None

8. Other Business None.

9. The next Board of Commissioners meeting will take place on November 21, 2023, in person, at the Willowbrook Community Room at 4:45 PM.

There being no further business to be conducted, the meeting was, upon motion of Sandy seconded by Rose, adjourned at 5:21 PM.

Respectfully Submitted

Lindsay Vajda, Secretary