



BHA Regular Meeting of the Board of Commissioners  
April 15, 2024  
4:45 PM  
Willowbrook Community Room  
Minutes

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

BOARD MEMBERS ABSENT: Nancy Balconis

ALSO PRESENT: Penny Taylor; Jade Taylor.

TENANTS PRESENT: Scott Fox

A quorum being present, the Chair called the meeting to order at 4:45PM.

1. Minutes of Prior Board Meetings

The minutes for the December 11, 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 December, 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 January Eighty-One (81) reminder letters were sent, in February Seventy-Eight (78) , in March Seventy-Three (73) and in April Ninety-Five (95) such letters were sent.

Housekeeping Inspections with Dack have been progressing. A few tenants were added to the inspection list as a result of the Annual Inspections which showed that such interim inspections were necessary.

Relative to Court proceedings: Two Writs of Eviction were issued in February, and one bench trial took place in February. There are currently three (3) non-payment actions pending all of which have a court date of May 9, 2024. There is currently one lease violation eviction moving forward due to a hoarding situation. BHA has tried to improve the hoarding situation, and although UCS was helping, they were unsuccessful and have withdrawn from the case.

Relative to Trainings: Several trainings took place recently. The HOTMA training (a two day training) was attended. BHA's consultant, Paul Dettman, is currently working to update the Administration Policy documents to comply with the new HOTMA requirements. Although the new HOTMA provisions went into effect in January 2024, BHA obtained a waiver which allows them extra time to comply. Dack, Dale, Austin, Penny and Lindsay also took the NSPIRE training relative to HQS inspections.

Relative to Delinquencies: Delinquency letters have decreased. These letters are sent to any tenant who owes One Dollars (\$1.00) or more. In January the delinquency totalling Sixty-Four Thousand, Seven Hundred (\$64,700.00) Dollars; In February a delinquency totalling Fifty-Three Thousand Four hundred (\$53,400) Dollars. In March the delinquency totalling Fifty-Four Thousand, One Hundred and Sixty-One (\$54,161.93) Dollars and Ninety-Three Cents.

### 3. Staff Reports

Section 8 Report. Penny noted that there are currently One Hundred and Ninety-Nine (199) Section 8 tenants leased up . There are also One Hundred and Eighty-Seven (187) Project Based Voucher tenants leased up to date. As to Mainstream Vouchers, there are Forty-Nine (49) tenants leased up to date. There are currently Twelve (12) Sec 8 HCV vouchers and One (1) Mainstream voucher on the street. Three (3) apartments are available at Willowbrook. Landlord payments totaled Two Hundred and Thirty Thousand, Two Hundred and Thirty-Seven (\$230,237.00) Dollars.

Family Programs remain the same.

Penny tok a training on how to manage problematic behavior for the homeless, and Jade took a training on Criminal Report Process at Online Rental.

Facilities Report. Dack's report described the team's continuing efforts to complete the work on empty apartments. Two of the apartments being worked on were in very bad condition when the tenant left, and are basically being renovated.

His report also notes a welcomed decrease in bed bugs and roaches at the campuses where problems had existed.

The work at Brookside is proceeding well.

### 4. Financial Reports:

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

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

### 5. Resolution Number 509- Amendment of Personnel Policy

An Amended Personnel Policy had been circulated in advance of the meeting raising the number of hours a part time worker must be employed from Twenty (20) to Twenty-One (21) in order to receive benefits from BHA. This change in the number of hours was modified throughout the Personnel Policy. The proposal is attached as Exhibit D

After discussion of the reasons for the desired change, it was, upon motion of Sharyn, seconded by Paul, unanimously

RESOLVED, that Resolution Number 509 "Update of Personnel Policy" is approved and authorized to be implemented immediately ,to become a permanent part of the records of Bennington Housing Authority.

6. Public Questions- Scott Fox also had questions on Pet Policy enforcement. Lindsay explained that she is still gathering information from other Housing Authorities, and has received some information. She has also found that many Housing Authorities are having problems in this area. The Pet Policy matter will be scheduled on a future agenda when all possible information is available.

8. Other Business None.

9. Next Meeting: The next Board of Commissioners meeting will take place on May 20, 2024, in person, at the Willowbrook Community Room at 4:45 PM.

10. Executive Session

Upon motion of Sandy, seconded by Rose, the meeting was adjourned and went into Executive Session to discuss a personnel matter.

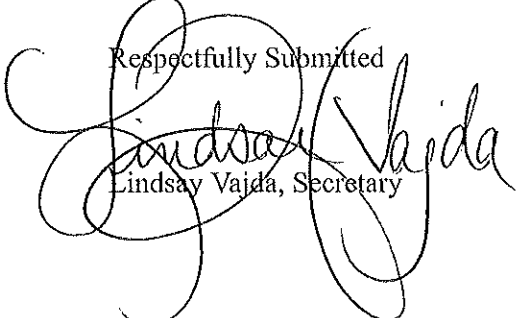
11. Contract Amendment

The meeting was called back to order to take action on the topic discussed in the Executive Session. It was, upon motion of Sandy, seconded by Paul, unanimously

RESOLVED, that the Five (5) year contract of Executive director Lindsay Vajda is hereby amended to state the annual salary as Eight- One thousand, Six Hundred and Sixty (\$81,660.00) Dollars, which represents a five (5%) percent increase in salary; and be it further

RESOLVED, that said salary increase shall take effect retroactively to April 1, 2024.

There being no further business to be conducted, the meeting was, upon motion of Sandy seconded by Paul , adjourned at 5:45 PM.

Respectfully Submitted  
  
Lindsay Vajda, Secretary