



BHA Regular Meeting of the Board of Commissioners
September 23, 2024
4:45 PM
Willowbrook Community Room
Draft Minutes

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

BOARD MEMBERS ABSENT: Nancy Balconis

ALSO PRESENT: Dack Lauzon; Penny Taylor; Jade Taylor

TENANTS PRESENT: None

A quorum being present, the Chair called the meeting to order at 4:50 PM.

1. Minutes of Prior Board Meetings

The minutes for the June 17, 2024 Board meeting having been circulated in advance, and there being no further discussion or corrections, it was, upon motion by Paul, seconded by Sharyn, unanimously

RESOLVED, that the Minutes from the June 17, 2024 Board meeting are hereby approved as submitted to be a permanent part of the records of the corporation, attached hereto as Exhibit A.

2. Executive Director Report

In July there were Ninety-Nine (99) reminder letters sent; Ninety (90) were sent in August and Ninety-Five (95) in September. These amounts include air conditioner charges; air conditioners will be coming out soon. Much of those charges also include a Twenty-Five (\$25.00) Dollar fee for tenants who did not let pest control enter as scheduled. Lindsay and Dack are working on an idea to make sure that tenants are more prepared for those pest control inspections so that they do not incur those charges.

Housekeeping Inspections have been progressing. Several apartments have been improving, and so inspections are being scheduled less often with a hope of getting back to annual inspections. A couple of those apartments have now been switched to a six month inspection basis since they have steadily improved.

Relative to Court proceedings: There are Three (3) tenants paying rent into escrow; there is an upcoming escrow hearing on October 2, 2024. Two Writs of Possession were served in August, and both households did move out. Last week Lindsay went to Court to recover attorneys' fees from those tenants who moved out, and the judge awarded an aggregate of Four Thousand (\$40,000.00) Dollars in legal fees. ?

Lindsay had been subpoenaed to the Burlington District Court relative to a drug case. She attended the pretrial hearing, and the video evidence provided by BHA was a key identifier of the drug dealer who was distributing large amounts of drugs. The Defendant in that case entered a plea so that Lindsay did not have to attend the Burlington Trial. The Board congratulated Lindsay for providing evidence to help this large drug dealer get convicted.

Lindsay also announced an event that will be held tomorrow with the Job Corps and a Vermont HUD representative. They are hoping to recruit folks who are within the age range of sixteen (16) to Twenty-Four (24) years old to participate in the Job Corps.. The event will include a pizza supper.

Next Lindsay announced that the HOTMA changes she had previously described to the Board had again been delayed by HUD in terms of their effective date. Those changes will not now take effect until sometime in 2025.

As to Delinquent Accounts, Lindsay noted that they have decreased, which is due in large part to the two evictions. In July the delinquent accounts amounted to Forty-Six Thousand, Five Hundred and Eighteen Dollars (\$46,518.90) and Ninety Cents. The amount in August was Forty-Thousand, Four Hundred and Fifty Dollars (\$40,450.48) and Forty-Eight Cents. As of today the amount is Fifty-Five Thousand, Nine Hundred and Two (\$50,902.60) Dollars and Sixty Cents.

Lindsay also congratulated Penny, as did the entire Board, for achieving a SEMAP score of Ninety-Two (92%) per cent, which is in the "High Performance" category.

3. Staff Reports

Section 8 Report. Penny noted that there are currently Two Hundred and Six (206) Section 8 tenants leased up as of 9/24/2024. As of the same date, there are also One Hundred and Eighty-Eight (188) Project Based Voucher tenants leased up. As to Mainstream Vouchers, there are Forty-Four (44) tenants leased up as of that date. There are currently Eight (8) Sec 8 HCV vouchers and Seven (7) Mainstream vouchers on the street. There is 1 vacant apartment at each of Brookside and Willowbrook.

Annual reviews for PBV vouchers at Brookside are finishing up, and they are starting at Walloomsac.

Payments to landlords as of 9/24/2024 were Two Hundred and Thirty-Eight Thousand (\$238,433.00) Four Hundred and Thirty-Three Dollars.

A Training on Housing Choice Voucher Abatement was taken by Penny.

As to programs, DREAM and SVSU Family engagement continue at both Willowbrook and Beech Court Community Rooms. Easter Seals also continues at the Willowbrook Community Room. The summer lunch program ended on August 2, 2024.

Facilities Report. Dack's team has been working on vacant apartments to ready them for move in, as well as on work orders

The bedbug/roach problem at all campuses is improving; especially in the one Brookside apartment where they were the worst.

The balcony work at Brookside is completed, and the only thing left is to paint the ceilings of those balconies.

The final bids came in for fuel oil this year. West Oil company's bid was the lowest, at a price of Two Dollars (\$2.89) and Eighty-Nine Cents a gallon. The contract is locked in at this rate for Sixty-Five (65,000) Thousand gallons.

4. Financial Reports:

There was not anything major to report for the financials. Next month the bills will be larger since one (1) Chimney at Beech Court was repaired, as well as an attic leak at that same campus. These repairs cost approximately Nine Thousand (\$9,000.000) Dollars.

Next month there will be additional costs for new computers, which were not included in the budget. Church Watson is getting the pricing on these replacements, and Jade's computer will need to be replaced first since it is currently very problematic.

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 513- Approve Updated Section 8 Administrative Plan- New Mainstream Waivers

There is an upcoming HUD webinar on this subject which may give further information and/or changes that would impact the wording of this proposed Resolution. After a brief discussion it was, upon motion of Sharyn, seconded by Rose, unanimously

RESOLVED, that proposed Resolution #513, attached hereto as Exhibit C, is hereby tabled until the October Board meeting awaiting HUD updates.

6. Resolution 514- Approve Updated Procurement Policy

This Resolution, having been circulated in advance, increases the micro-purchase threshold from "under Ten Thousand (\$10,000.000 Dollars)", to "Less than Twenty-Five Thousand (\$25,000.000) Dollars". It also extends the length of the supply term contracts to a three (3) year period.

After brief discussion, it was, upon motion by Sharyn seconded by Paul, unanimously

RESOLVED, that Resolution number 514, updating BHA's procurement policy and attached hereto as Exhibit D, is hereby approved to become a part of the official Procurement Policy of the Bennington Housing Authority and an official part of the records of the organization, to take effect immediately.

7. Public Questions- None

8. Other Business - None

9. Next Meeting: The next Board of Commissioners meeting will take place on October 21, 2024, 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 Paul seconded by Sharyn, adjourned at 5:13 PM.

Respectfully Submitted

Lindsay Vajda, Secretary