



BHA Regular Meeting of the Board of Commissioners  
November 18, 2024  
4:45 PM  
Willowbrook Community Room  
Draft Minutes

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

BOARD MEMBERS ABSENT: Rose Morrison

ALSO PRESENT: Dack Lauzon; Penny Taylor; Jade Taylor

TENANTS PRESENT: None

A quorum being present, the Chair called the meeting to order at 4:44 PM.

1. Minutes of Prior Board Meetings

The minutes for the September 23, 2024 Board meeting having been circulated in advance, and there being no further discussion or corrections, it was, upon motion by Sharon, seconded by Nancy, unanimously

RESOLVED, that the Minutes from the September 23, 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

There has been a slight decrease in the number of reminder letters required. In September there were Ninety-Five (95) reminder letters sent; Eighty-Eight (88) were sent in October and Seventy-Eight (78) in November. It is expected that the number of reminders necessary in December will increase slightly due to the Holidays.

Interim Housekeeping Inspections have been progressing. A few have been added after the Annual inspections. It is assumed that those added will turn around quite quickly and go back to Annual.

Relative to Court proceedings: There are Three (3) tenants paying rent into escrow with the Court. The tenant with the balance of Two Thousand, Four Hundred and Twenty Seven (\$2427.00) Dollars has entered into a repayment agreement and received a continuance of the case for six months while she makes payments. The tenant with the eight Thousand (\$8000.00) Dollar balance is paying rent into

Court and has a Bench Trial coming up in December. The tenant owing the Four Thousand, Eight Hundred and Eighty-Eight (\$4,888.00) Dollars is paying into escrow with the Court, and is paying even more than ordered. The case has been continued while she makes her payments.

Lindsay reported on the Job Corps event also attended by Sean, the Vermont HUD representative. Although there was no attendance at the first event, the second event had three youth attend and included a pizza supper. Apparently that is a bigger number of attendees than most other Housing Authorities had at such an event. This program is for youth 16 to 24 years of age, and includes many different kinds of trainings, from culinary to welders and many others.

The next discussion was to let Board members know that BHA is working with St Francis of Assisi shelter relative to the cats at Willowbrook. They will pick up male cats and get them neutered. They held an event at the Willowbrook Community Room which several tenants attended. Neutering the male cats would definitely cut down on the number of stray cats in the area. The shelter had asked Lindsay if BHA could contribute Twenty (\$20.00) per cat. The Board discussed the expense and decided it could come from an already existing budget line, and a resolution was not needed.

Lindsay also reported that the in-person file audit had been completed, and the auditor had indicated that our file folders were in great shape. The remainder of the audit will be performed electronically.

Lindsay has also found a health insurance plan which will replace the current plan, give employees more benefits, and cost the Housing Authority less money.

### 3. Staff Reports

Section 8 Report. Penny noted that there are currently Two Hundred and Six (206) Section 8 tenants leased up as of today. There are currently One Hundred and Eighty-Seven (187) Project Based Voucher tenants leased up. As to Mainstream Vouchers, there are Forty-Four (44) tenants leased up as of today.

Annual reviews for PBV vouchers at Willowbrook are finishing up.

Payments to landlords as of 9/24/2024 were Two Hundred and Forty Thousand Five Hundred and Twenty-Two (\$240,522.00) Dollars.

As to vouchers on the street, Penny reported that there are Eight (8) HCV vouchers; Six (6) Mainstream vouchers and One (1) vacancy at each of Willowbrook and Brookside.

The Section 8 waiting list will open on December 1, 2024. A notice has been published, and Penny has circulated an email to that effect to all community partners. Lindsay and Penny want to maintain a maximum number of applicants on that waiting list in the range of One Hundred and Fifty (150) so that it is a reasonable time to wait, instead of the three (3) to five (5) years that some Housing Authorities have.

Trainings on Mainstream Waiver Review and Housing Protections for Survivors under VAWA were taken.

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.

Facilities Report. Dack's team has finished work on the two (2) vacant apartments; they are ready for move in after the State inspections are completed. The staff is now able to work on the other work orders.

The Biennial inspections required a few repairs, which were also completed. The team is now working on priorities for the Annual inspections.

The bedbug/roach problem at all campuses has very much improved; bed bugs are now rare, and the roach problem at Brookside is improving.

4. Financial Reports:

The Financial Reports having been circulated in advance of the meeting and attached hereto as Exhibit B, and there being no unusual spending, it was, upon motion by Sharyn seconded by Paul, 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

. The proposed Resolution #513 was circulated in advance, and there was a brief discussion on the mandatory and new HUD provisions for Mainstream vouchers extensions. After discussion it was, upon motion of Sharyn, seconded by Nancy, unanimously

RESOLVED, that proposed Resolution #513, attached hereto as Exhibit C, is hereby approved to amend the Section 8 Administrative Plan, which amendment shall take effect immediately.

7. Public Questions- None

8. Other Business - None

9. Next Meeting: The next Board of Commissioners meeting will take place on December 16, 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 Sharyn seconded by Paul, adjourned at 5:16 PM.

Respectfully Submitted

Lindsay Vajda, Secretary