



BHA Regular Meeting of the Board of Commissioners
November 17, 2025
4:45 PM
Willowbrook Community Room
Draft Minutes

BOARD MEMBERS PRESENT: Sandy Bessette, Chair; Sharyn Brush, Vice-Chair; Shirley Adams; Ron Hachey; Scott Fox; Lindsay Vajda- Secretary/Executive Director

ALSO PRESENT: Penny Taylor; Jade Taylor; Dack Lauzon

TENANTS PRESENT: None

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

1. Minutes of Prior Board Meetings

The minutes for the October 20, 2025 Board meeting having been circulated in advance, and after brief discussion, it was, upon motion by Sharyn, seconded by Shirley, unanimously

RESOLVED, that the Minutes from the October 20, 2025 Board meeting, as amended to change the “next meeting date to November 17”, and attached hereto as Exhibit A, are approved to be a permanent part of the records of the corporation.

2. Executive Director Report

Lindsay reported that in each of October and November Eighty-Nine (89) reminder letters were sent to tenants with delinquent accounts.

Housekeeping inspections are continuing but will slow down a bit during the upcoming Holidays.

Two tenants with pending eviction cases are currently paying rent into Court escrow. There is an escrow hearing scheduled for a third tenant on December 11, 2025; and a fourth tenant is awaiting a date from the court to schedule their escrow hearing. She also noted that as of today, four (4) additional termination for non-payment letters were sent.

In addition to the above letters, two (2) termination letters for cause (ie criminal activity) were sent.

The Auditors were at the BHA office for file reviews last Thursday and Friday. They found no defects in the files. The balance of the audit will continue; probably virtually and by email. The audit reports are not due to be submitted to the Government until February.

Lindsay also shared with the Board that she had received the Individual Service Award from Sunrise Family Resource Center this year. The award was presented at their Annual Meeting. Dack read the letter that accompanied the presentation, which was from John Winchester of Sunrise. The Board congratulated Lindsay on this honor.

Lindsay next updated the Board on further email contact with the tenant who attended last month’s meeting. Board Chair Sharyn and Lyndsay composed an email to that family indicating that the amount still owing was in fact for maintenance and other fees,- not rent. Therefore, BHA is willing to enter into a repayment agreement with that family, as stated in the email. The tenant came in and has been making weekly payments. A check for their account was also received from GRC. These tenants had

originally scheduled a hearing on this matter, but did not appear on the scheduled date and they have been making payments as previously stated.

Delinquent accounts reported for this month include an amount that has not yet been requested to be released from Court Escrow; that amount is close to Ten Thousand (\$10,000.00) Dollars. The aggregate Delinquent Account balance once that payment is received will be Forty-Eight Thousand, One Hundred and Ninety-One (\$48,191.00) Dollars.

3. Staff Reports

Section 8 Report. Penny noted that there are currently One Hundred and Seventy-Eight (178) 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-Five (45) tenants leased up as of today.

There are no HCV or Mainstream vouchers on the street or available.

There are two (2) apartments available at Brookside.

The aggregate amount paid to Section 8 landlords as of 11/17/2025 was Two Hundred and Forty-Two thousand, three Hundred and Seventy-eight (\$242,378.00) Dollars.

Penny continues to work on Section 8 and PBV Annual and Interim Reviews.

Penny, Jade and Lindsey took zero-income training.

As to programs, Dream and Easter Seals continue to use the Willowbrook and Beech Court Community Rooms on an as needed basis.

Facilities Report.

Dack reported that they are working on one vacancy.

The bug infestation issue is improving at all campuses. There is one apartment that had severe roach and bed bug problems, but the tenant has moved to assisted living and that issue has improved with treatment. The apartment seems to be almost free of bugs. In another unit that had a bug problem the tenant has been diligent about prepping for the exterminator, and that problem is almost resolved as well.

Dack also confirmed that his team is ready for winter. The plows have been inspected and the salters are working properly.

Shirley asked about the possibility of a police officer living at Walloomsac. Lindsay explained that the police do have key fobs and are authorized to do walk-throughs at any time.

4. Financials- none

7. Public Comments- none

8. Next Meeting: The next Board of Commissioners meeting will take place on December 15, 2025, in person, at the Willowbrook Community Room at 4:45 PM.

9. Other Business: None

There being no further business to be conducted, the meeting was adjourned on motion of Sharyn seconded by Ron at 5:25 PM.

Respectfully Submitted

Lindsay Vajda, Secretary

