



BHA Regular Meeting of the Board of Commissioners  
October 20, 2025  
4:45 PM  
Willowbrook Community Room  
Minutes

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

BOARD MEMBERS ABSENT: Sandy Bessette

ALSO PRESENT: Penny Taylor; Jade Taylor; Dack Lauzon

TENANTS PRESENT: Timothy Susee

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 September 15, 2025 Board meeting having been circulated in advance, and there being brief discussion, it was, upon motion by Shirley, seconded by Scott, unanimously

RESOLVED, that the Minutes from the September 15, 2025 Board meeting 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 September Eighty-Eight (88), reminder letters were sent to tenants, and in October Eighty-Two (82) such letters were sent relative to balances due.

Housekeeping inspections are continuing, some including two Town representatives as accompanying inspectors. A couple of tenants have improved such that they were taken off the list. Following Annual Inspections at Bookside, a couple of additional apartments were added to the monthly inspection list.

Two tenants with pending eviction cases are currently paying rent into Court escrow. One has been paid in full, and a request for payment has been made to the Court. The escrow order may be reopened if that tenant does not make upcoming rent payments. Lindsay also noted that an additional three (3) termination letters for non-payment of rent have been sent today.

An additional termination letter for criminal activity was sent to a tenant. Due to a conflict of interest, our usual attorneys cannot file our pleadings in that case. They have referred BHA to Dan McManus in Manchester, who will represent BHA in that court case, should it need to be filed.

The Auditors have let BHA know that they will be here for file review on November 12th through November 14th. They normally do not find issues with any of our files.

BHA was notified by HUD that HAP payments and Administrative Fees will continue to be obligated through December 2025.

Delinquent accounts reported for this month include an amount that has been requested to be released from Court Escrow; that amount is close to Ten Thousand (\$10,000.00) Dollars. The 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-Nine (179) Section 8 tenants leased up as of today. There are currently One Hundred and Eighty-Nine (189) 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 is one (1) apartment available at Brookside, and one upcoming vacancy at Willowbrook.

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

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 vacant Brookside unit, and that there is one upcoming vacancy at Willowbrook.

The bug infestation issue is improving at all campuses.

It was necessary to replace four (4) heating circulators at Willowbrook and they were replaced with more energy efficient models. BHA is getting incentive rebates from Efficiency Vermont on two (2) of these heating circulators.

The Beech Court shingle replacement is completed. The original bid had to be increased due to some rot that was found. The new amount to restore them was One Hundred and Fifty-One Thousand (\$151,000.00) Dollars, an increase of Eleven Thousand (\$11,000.00) Dollars from the original estimate.

The balcony replacement at Walloomsac is still in process.

The elevator motor at Walloomsac had to be replaced. Despite the elevator company doing monthly inspections, the motor for that elevator burned out and the elevator became stuck. Tenants were without elevator service for approximately a week, until the elevator company could replace the motor. All tenants helped each other with groceries etc. during that period of time. Replacement of that motor cost approximately Fifteen Thousand (\$15,000.00) Dollars.

### 4. Financials

Financials were circulated in advance of the meeting. Other than the elevator repair, there were no unplanned expenditures. After a brief discussion it was, upon motion by Shirley seconded by Ron, unanimously

RESOLVED, that the Financial Reports attached hereto as Exhibit B are hereby accepted as as true and accurate version of the monthly financials.

7. Public Comments-

Willowbrook Tenant Timothy Susee introduced himself to the Board. He announced concerns about his past due rent amount that was indicated in the termination letter he received. He explained that he had experienced a change of income, which he reported to the BHA office and which caused his rent to be lowered. He did not understand how the balance owing in his termination letter was calculated, and requested it be fixed. Sharyn expressed her appreciation for him bringing his concerns to the Board. He then left the meeting of his own volition.

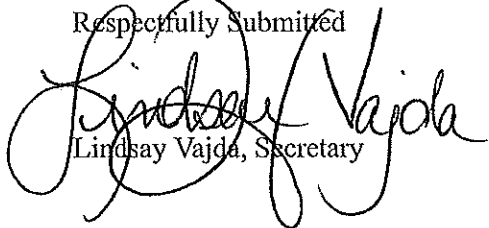
After Mr. Susee exited the meeting of his own volition, the Board discussed his concerns and the fact that he probably may not have understood. The amount of money he owed BHA was not only for back rent, but also for maintenance fees. The lease termination only applied to the amount of back rent; not to other fees. Lindsay noted that he had also requested an Informal Hearing relative to that amount in the termination letter, which is scheduled for Friday, October 24 at 10 AM in the Willowbrook Conference Room. Sharyn and Lindsay will email Mr. Susee and try to send him an email about the difference between back rent and other fees. Scott may attend the informal Hearing, if it occurs, but only as a witness not to engage or present.

8. Next Meeting: The next Board of Commissioners meeting will take place on November 17, 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 Ron seconded by Shirley at 5:47 PM.

Respectfully Submitted



Lindsay Vajda, Secretary