

Bennington Housing Authority
Minutes of a Regular Meeting
Held on Monday, September 17, 2018
At the Community Room of the Beech Court Apartments

Present: Kristi Pepoon, Vice Chairperson
Nancy Messina, Commissioner
Sharyn Brush, Commissioner
Paul Walden, Resident Commissioner
Jonathan Ryan, Executive Director
Dack Lauzon, Director of Facilities
Penny Taylor, Director of HCV
Lindsay Vajda, Director of Administrative Services
Laticia Gordon, Administrator
Amanda Morse, Beech Court Resident
Shawn Pratt, Beech Court Resident
Shelby Babcock, Beech Court Resident
Colleen Sweet, Brookside Resident
Rose Aiken, Brookside Resident

The meeting was called to order at 5:09 by Kristi Pepoon, Vice Chairperson

1. Minutes of the regular meeting of August 27, 2018 were discussed. Nancy Messina made the motion to approve the minutes, Paul Walden seconded the motion it was approved with one abstention from Sharyn Brush.

2. Public question, comments, or concerns. - Limit 20 minutes:

A Brookside tenant expressed concern over another tenant parking three vehicles (2 cars and 1 motorcycle) in lot. She quoted from the tenant handbook, "...space assigned to tenant owning [legal] vehicle parked in assigned spot". It is believed that the vehicles are not registered in said tenant's name, but to an out of state relative. Lindsay will check on the issue. It was revealed that at least one of the vehicles is parked along the curb, which is town property. Jonathan explained that the Housing Authority does not have authority over town property. It was suggested to research the town ordinance. It was noted by Jonathan that the rules for tenant parking will be revised and parking stickers will be issued to tenants who can show their name on valid vehicle registration forms. Another tenant asked if there was an exception for a vehicle that is temporarily broken down. There was concern from Beech Court residents about someone parking a truck along side the drive and blocking cars in their spots. Yet another tenant at Brookside Apartments expressed concern over a resident washing their car using the building's water. Dack will go over and shut the water spicket off.

A tenant from Beech Court asked when the tenants could review the playground equipment that is pending. Jonathan explained the process and gave an estimate time frame of Spring 2019 for installation.

BHA Meeting 9/17/18

3. Executive Directors Report:

Jonathan Ryan reported on the spreadsheet for Fiscal Year ending June 30, 2018 stating the organization has \$23,928 in additional revenue.

A Kristi Pepoon asked him to explain the definition of “other administrative expenses”, which is the costs after the regular administrative expenses. Jonathan also mentioned the draw from reserves, which was used to hire an extra employee and purchase new equipment this past spring.

The HUD review went well and the representatives seemed “delighted” by the progress made by administration. Section 8 is no longer considered troubled by HUD, passing the SEMAP minimum score of 60 with a 73. This may open the possibility of other allocations such as new mainstream vouchers that could open other preferences to applicants.

The file reorganization is ongoing. Section 8 client files are 15% completed, and Public Housing tenant files are 20% completed.

Previous Capital Fund Budgets were not closed out. Jonathan reported that #13 - #16 were complete and closed out; #17 has 1 scope left which is the bathroom fan installation. When finished #17 will be closed out.

The 5 Year Plan was discussed and Jonathan read the Mission Statement within.

Documents were submitted to HUD

The Environmental Review is pending. The maps of the area show that none of the four projects are in the floodplain.

Sharyn Brush states that Jonathan is doing a good job, and suggests that the covered information be forwarded to the Bennington Select Board and a BHA update be added to their agenda.

4. Staff Reports:

a. Section 8:

- There are 184 vouchers leased to date and no vouchers available.
- Penny is working on PHA to fix utility allowances.
- Penny would like to have access to EIV.
- She has been working on paying back tenants for the standards change in their rents. To date there have been 113 tenants paid and 23 tenants pending.
- Penny is also working on updating employee training. Assistant has completed the “S8 HCV Occupancy Basics” online training, and Penny will also take the training.
- One of the tenants at Beech Court is starting a Homework Club beginning October 1, which will run Monday through Thursday in the Community Room. Fridays will be for crafts.
- Movie night will start September 27, 2018 at 4 PM.

b. Maintenance:

- The fences at Willowbrook Apartments 1-33 are finished.

- A flagpole has been installed at the Bennington Housing Authority office and has a light on it.
- A locked bulletin board has been added outside the office at Willowbrook.
- Tenants at Brookside like the new digital board installed; the speed had to be adjusted.
- October 1st will begin the recycling program at all four projects. Dumpsters will be sited in front of each building in Willowbrook with the future plan of enclosures around each.
- Labeling of dumpsters is important so the recycling dumpster will not be “contaminated”.

c. Public Housing:

- It was announced to the board that Wanda had left the office. The new Administrative Assistant has “stepped up” her responsibilities.
- Mary was hired per diem to help in the office and with projects, such as organizing files.
- Stephanie coming on September 27 to help educate the staff on the file organization.
- New applications, leases, and recertifications have been implemented.
- Tenants are confused about the recertifications. This is the first time they have had to do it for Public Housing.
- Paul Dettman and Jeff Twerago talked with Lindsay about the Capital Fund.
- Both apartments have been rented at Walloomsac, and one apartment will be rented at Willowbrook as of September 19th.
- At 99% capacity.

d. Delinquent Accounts:

- Repayment agreements are in place and reports are available.
- Discussion of the accounts will be discussed at a later time.
- After seeking legal advice, termination notices will be mailed out this week.
- The individual accounts remain listed until the Housing Authority receives the check.

e. Check Register:

- Public Housing and Section 8 now have separate accounts whereas there used to be one.
- There is a second signer on all checks.
- The Section 8 account is only used to pay landlord deposits, utility allowances, and tenant rebates.

Sharyn Brush made a motion to accept the Check Register, Nancy Messina seconded, and it was approved unanimously.

The next board meeting will be held in the Willowbrook Community Room, October 15, 2018 at 5 PM.

With no other business to discuss Sharyn Brush made a motion to adjourn the meeting at 6:14 PM., Kristi Pepoon seconded and it was approved unanimously.

Respectfully submitted by Laticia Gordon 9/23/18.