



**Bennington Housing Authority
Minutes of Meeting of the Board
Monday, November 19, 2018**

Location: Willowbrook Community Room, 22 Willowbrook Drive, Bennington

Commissioners Present: Sharyn Brush, Sandra Bessette, Paul Walden, Kristi Pepoon

BHA Directors Present: Lindsay Vajda- Director of Public Housing
Dack Lauzon- Director of Maintenance
Penny Taylor- Director of HCV/Section 8 Program

Absent: Nancy Messina, Jonathan Ryan - Executive Director

Staff Present: Laticia Gordon- Administrator HCV/Section 8 Program

Residents: None

Board Member Sandra Bessette called the meeting to order at 5:03 PM.

Motion: To accept the minutes of the October 15th meeting. Motion by Sharyn, second by Kristi, approved unanimously as printed.

Executive Director's Report (Given by Lindsay Vajda for Jonathan Ryan):

- **Audit:** The auditors are expected on December 10 & 11th, 2018. A good audit report is not expected due to the previous Director's influence for several months of the year. The results are expected in February 2019. Each of the Board Members will receive a hard copy. Mary Gerisch looked over the previous audit and drafted a checklist for BHA to follow in order to prepare for any future audits. There will be a meeting with Jonathan, Lindsay, Penny, Dack, and Mary to discuss the checklist.
- **HUD:** A letter from HUD showed that BHA is working to correct previous concerns, with 10 items off of their list.
- **Staffing and Operations:** Hired an Administrative Assistant to help in the front office and with Public Housing needs. The new Administrative Assistant started on November 5, 2018.
- **Policy & Administration Review:** Asked the board to review the new BHA Personnel Policy and vote on it during the December 2018 meeting.

There were no further questions from the board.



Section 8 Report:

- **Vouchers:** As of November 1, 2018 there are 182 Section 8 tenants lease up; with 186 expected by November 30, 2018. There is one voucher available, which will be given out and three vouchers on the street. Section 8 Landlords have been paid \$93,439.00 as of November 19, 2018.
- **Rent Reasonableness:** Paul Dettman edited this area of the Section 8 Program and the Board will receive a copy at the December 2018 Meeting.
- The Payment Standards and Utility Allowances have been changed (increased) effective December 1, 2018 to match those of the Vermont Housing Authority.
- The new SEMAP scores for the Section 8 Program came in with a score reflecting a standard level Program.
- Stephanie from the Burlington Housing Authority came down on Wednesday, November 14th to start going through the folders we are working on organizing.
- **Staff Training:** Bed Bug Awareness was completed by Dack, Dale, Terry, and Bob. Grievance Hearing and Tenant Rights Training was completed by all of the staff members and Directors.
 - The Resident Complaint Training was completed by Penny.
 - A list of the trainings completed and those which will be taken is available.
- **Programs:**
 - There has been good attendance for the CRJ movie night and they will have their third movie in a week.
 - The Girl Scouts is still meeting on a weekly basis in the Willowbrook Community Room.
 - The Homework Club in Beech Court began at the beginning of October and is continuing.
 - We are working on splitting the books in the Willowbrook Community Room and brings some of them over to the Beech Court Community Room; work is being done on a bookshelf at Beech Court.

Facilities Report:

- There are no changes at Walloomsac.
- Willowbrook:
 - The bathroom exhaust fan installation is scheduled to be complete with in next few weeks.
 - Tom Murray, from Alarms and Suppression of Ballston Lake, NY revisited Willowbrook to discuss additional coverage of camera views
- Brookside:
 - Annual Inspections recently took place with no problems to report.
 - A letter was sent to the resident who had too many vehicles in the parking lot.



Brookside Con't:

- Sandra Bessette asked about BHA's contract with the bed bug exterminator. There has been a communication problem which is being addressed. The exterminator is only using spray now and not bringing in the trained dog who senses infestations.
- Kristi Pepoon asked who the contractor was that installed the balconies in 2012. The Wright company was the contractor, and Bennington House of Tile was the subcontractor. Litigation is pending for the failing balconies.
- Beech Court:
 - Playground:
Bridget Walden has been researching materials and pricing for the new playground at Beech Court. She meets with Mary Gerisch and Jonathan once a week to update and talk about safety. Dack met with Architect Jeff Goldstone at the Beech Court campus to discuss the playground location and regulations as he has experience in playground design. Options and fall zones were discussed bringing up discouraging and complicated issues which may delay the design and original plans. There may be one large apparatus instead so the children will have more things to do.
 - The office in the Beech Court Community Room has been cleaned out for tenant and staff use in the future.

Administration Report (October/November):

- Office Staffing:
 - Amber Bills started in the office on November 5th. She is learning the tasks of the front window including taking rents, opening/distributing mail, writing notices, bill paying, etc.
- Office:
 - Stephanie from the Burlington Housing Authority started file reviews (See Section 8). She will be back in January to review the Public Housing files.
 - We are preparing for the Willowbrook Rent Reviews in December.
 - Preparation for the FYE 2017 Audit.
- Occupancy Report:
 - There is one empty apartment at Walloomsac which will be rented this week.
- Delinquent Accounts:

● Willowbrook 9/30/18	\$34,819.58
● Willowbrook 10/31/18	<u>\$37,023.52</u>
● Difference	\$2,203.94
● Beech Court 9/30/18	\$9,468.38
● Beech Court 10/31/18	<u>\$9,436.38</u>
● Difference	(\$ 32.00)



- **Delinquent Accounts Con't:**
 - We are proceeding with two terminations from September. Two Writ of Possessions for evictions that started in February.
 - There are two motions to stay in court in response to evictions.
 - The court granted BHA legal fees and what tenants have paid to the court for rent.
- Check Register:
 - There were no questions.
 - Sharyn motioned, Kristi second; passed unanimously.

The next BHA Board meeting is scheduled for December 17, 2018 in the Willowbrook Community Room at 5:00 p.m.

There were no public questions or concerns.

Other business:

- Due to lack of adequate parking at the other campuses, the board meetings will be held in the Willowbrook Community Room until further notice.

Sharyn moved to end the meeting, Paul second; Meeting ended at 5:40 PM.

Respectfully submitted:

Laticia Gordon, Administrative Assistant