



BHA Regular Meeting of the Board of Commissioners
March 18 , 2019
22 Willowbrook Drive, Bennington, VT 05201
Minutes

BOARD MEMBERS PRESENT: Sandra Bessette, Chair; Nancy Messina; Paul Walden; Sharyn Brush

BOARD MEMBERS EXCUSED: Kristi Pepoon

ALSO PRESENT: Jonathan Ryan- Executive Director and Secretary to the Board; David LeGrange, Rose Aiken, Bridgette Walden, Susan Pendlebury RAB members; Penny Taylor - Director of HCV / Section 8 Program; Dack Lauzon - Director of Facilities Management & Capital Fund; Mary Gerisch- Administrator; Lindsay Vajda- Director of Administrative Services

A quorum being present; Sandy called the meeting to order at 5:13 p.m.

Agenda Item 1- Minutes of prior meeting:

After reviewing the draft Minutes of the prior meeting, and upon motion of Sharyn Brush, seconded by Sandy Besset, it was unanimously

RESOLVED, that the Minutes of the February 2019 meeting are approved as submitted as an accurate record of that meeting to become a part of the records of the BHA.

Agenda Item 2- Executive Director Report:

Jonathan presented a report highlighting an increase in revenue, describing that the consolidated budget projected revenue at 1.9 million dollars, and that the actual revenue was 2 million, fifty -six thousand dollars. This represents a positive result for rental income and the budget.

Next Jonathan announced that BHA has gotten the CHAP agreement from HUD, allowing BHA to move forward on the RAD conversion. It was noted that next month Mary Gerisch will present, together with the RAB, a Tenant's perspective on the RAD conversion for the consideration of the Board.

Agenda Item 3- Staff Reports:

- a. Section 8 Report: Penny updated the Board on the fact that all Section 8 folders were now converted to the new format. She noted that there are currently 4 vouchers available. She also stated that the various activities remained the same, with the addition of an Easter Seals program in the Willowbrook Community Room.
- b. Facilities Report: Dack updated the Board on his activities in connection with the RAD conversion, including seeking RFPs for surveyors and filling out the preliminary PIC forms for that conversion. He also noted that several vacant units are being worked on and are almost ready for occupancy.

- c. Administration Report: Lindsay noted that the current back rent figures for all facilities were circulated to the Board. She explained that she is taking a strict approach to delinquencies, to discourage future such delinquencies. She also noted that no repayment plans are currently being accepted after Termination Letters are sent. It is felt this will lead to more efficient rent collection from tenants. She also reviewed Accommodations request procedures.

Agenda Item 4- Financials:

The Board reviewed the financial reports submitted. After discussion and several questions, Sharon moved and Nancy seconded the motion which resulted in unanimous action where it was

RESOLVED, that the financial reports be accepted as submitted, to be a permanent record of the minutes and records of the corporation.

Agenda Item 5 : BHA FY 2020 Annual Plan

Upon presentation of the 2020 Annual Plan, and after hearing input and questions from the RAB, it was, upon motion by Nancy, seconded by Sandy, unanimously

RESOLVED, that the BHA FY 2020 Annual Plan be adopted and implemented as submitted, as formal Resolution number #474 of the minutes and records of the corporation.

Agenda Item 6- BHA 2019-2023 Five Year Capital Plan

After a discussion of the proposed Five Year Capital Plan, receiving input from the RAB and having all questions answered to the Board's satisfaction, it was, upon motion by Sharon and seconded by Nancy, unanimously

RESOLVED, that the BHA 2019-2023 Five Year Capital Plan be adopted and implemented as presented, and that this action be a part of the official minutes and records of the corporation as Resolution number 475.

Agenda Item 7- Setting of next meeting date: The next meeting was set for Monday, April 22, 2019 , at 5pm in the Brookside Community Room.

Agenda Item 8- Other Business: The Board thanked the RAB for their presence and comments, and for sharing the Minutes of their meeting.

Agenda Item 9- Public comment: None

Respectfully Submitted

Jonathan Ryan, Secretary

