



BHA Regular Meeting of the Board of Commissioners  
May 18, 2020  
Via zoom at 4:45 pm  
Minutes

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

ALSO PRESENT: Lindsay Vajda, Executive Director and Secretary; Penny Taylor - Director of HCV / Section 8 Program; Dack Lauzon - Director of Facilities Management & Capital Fund; Mary Gerisch

A quorum being present; Sandy called the meeting to order at 4:47 p.m.

Agenda Item 1- Minutes of prior meeting:

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

RESOLVED, that the Minutes of the April 2020 regular meeting of this body 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:

Lindsay reported that the staff is currently working at the office, but that the office remains closed to the public. She also noted that all employees had taken a course designed by OSHA and sponsored by the State of Vermont relative to precautions and procedures for returning to work in an office.

It was then explained that all evictions are currently “on hold” due to the pandemic and Court closing issues. These evictions will resume as soon as HUD guidelines and Court openings allow. Warning letters as to overdue rent continue to be sent to tenants who are behind. It was noted, however, that according to HUD guidelines anyone who is behind on rent due to the pandemic may enter into a repayment agreement with the organization.

Lindsay then explained that the organization received its final written version of the last audit which has been sent to each of the board members.

As to capacity, there are currently two empty apartments at Willowbrook and one at Walloomsac.

As to delinquent accounts, Lindsay noted that the majority of a balance owing from delinquent accounts is from those tenants whose evictions are currently in process.

The board thanked Lindsay for her comprehensive report.

Agenda Item 3 - Staff Reports:

- a. Section 8 Report: Penny updated the Board reporting that annual inspections and follow up inspections are the only things that are not being routinely done. She described that

there are currently 4 vouchers on the street and two more in the process of being given out. There are currently 188 Section 8 tenants in addition to the PBV tenants at the various campuses.

- b. Facilities Report: Dack updated the Board on activities in connection with more frequent cleanings, particularly of door handles elevator buttons, etc, at the two elderly and disabled campuses. He also noted that only emergency repairs are being made and that regular annual inspection is suspended pending resolution of the COVID-19 crisis. He also noted that this kind of schedule has given his team time to update all inventories very thoroughly.

#### Agenda Item 4- Financial Report

The financial report was discussed by the board and noted that due to the pandemic and potential new HUD regulations it will be updated at the next meeting.

#### Agenda Item 5-Resolution #489- Five Year Plan for period 2021-2025

After discussion of the five-year plan it was, upon motion by Sandy seconded by Nancy unanimously

RESOLVED that resolution number 489 the Five-Year Plan be approved as submitted to the board of this organization

and as reflected in the official records of the organization.

#### Agenda Item 6 - Resolution # 490- Preferences

After discussion, other change to the preferences in order to accommodate mainstream vouchers it was, upon motion by Sandy seconded by Nancy unanimously

RESOLVED that resolution number 490 regarding preferences is hereby adopted as proposed to become a permanent part of the minutes and records of the corporation.

#### Agenda Item 7- the setting of next meeting date

The next meeting date of this board is set for Tuesday, June 16th at 4:30 p.m. It will be held either at the Willowbrook campus or via Zoom depending upon the distancing regulations.

Agenda Item 8- Public comment: no members of the public were present and therefore there was no public comment to be addressed.

Agenda Item 9- Other Business- there being no other business to be discussed, the Board moved on to the next Agenda Item.

#### Agenda Item 10- Executive Session regarding legal issues

After a brief discussion of a pending legal matter that needed to be discussed out of public session due to the possibility of prejudicing the outcome it was, upon motion by Sandy seconded by Nancy unanimously

RESOLVED that the public session stand adjourned until a discussion in executive session; and it was further

RESOLVED, that the executive session was necessary to discuss ongoing litigation; and it was

Further

RESOLVED that in addition to the board, the organization's executive director Lindsay Vajda shall be included in that executive session as her presence is necessary to explain certain knowledge she has regarding the situation.

At which time and after the unanimous passage of that Resolution, the public portion of the meeting stood in recess at 5:25 p.m.

The public portion of the meeting was reopened and called to order at 5:50 p.m. after the conclusion of the executive session. At that time there was a motion made by Sandy seconded by Sharon by which it was unanimously

RESOLVED that the attorney for the organization is hereby directed and authorized to settle the litigation matter relative to the Brookside campus with all parties thereto, and it was further

RESOLVED that's that attorney may enter into a global settlement agreement with all parties in a minimum amount of \$65,000.

Adjournment

At 5:35 pm the meeting was adjourned upon motion by Nancy Messina seconded by Sharyn Brush.

Respectfully Submitted

Lindsay Vajda, Secretary