

Burlington Housing Authority
Meeting Minutes
March 18, 2009

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 6:35pm on March 18, 2009 at 65 Main Street by Chair Mike Knauer; with the following present: Commissioners Neil Wheelwright, Sheila Gorski, and Connie Krosney; Executive Director Paul Dettman; Director of Finance Sheila Berry; Director of Resident Services Kelley Newell; and Staff Accountant Nick Hibbard.

Geoffrey R. Hesslink and Anita Bourgeois of Merchants Bank were present in reference to Agenda Item #4.

1. Minutes of February 17, 2009 Regular Meeting

Neil Wheelwright made a motion to accept the minutes as presented. The motion was seconded by Connie Krosney and unanimously approved.

2. Minutes of February 17, 2009 Annual Meeting

Mike Knauer noted a typographical error in Item 3. Connie Krosney made a motion to accept the minutes as corrected. The motion was seconded by Sheila Gorski and unanimously approved.

3. Forum: Residents of BHA Properties/General Public

There were no residents in attendance.

4. Bank Change – Merchants Bank Proposal

Paul introduced Geoffrey Hesslink and Anita Bourgeois from Merchants Bank.

He explained staff dissatisfaction regarding the current relationship with Citizens Bank, both in terms of fees and support. He advised that Sheila Berry had sought proposals from the two banks identified as most likely to be able to provide comparable and competitive services to those of Citizens. Merchants Bank provided the lowest fee structure and highest return, including additional services such as electronic deposit and positive pay.

Connie asked for clarification on the calculation of estimated first year return, net of fees. A discussion regarding the financial position and strength of Merchants Bank followed.

Paul Dettman noted that Merchants was an independent Vermont bank and had been BHA's original bank. He also noted that Merchants had agreed, as part of the banking relationship package, to reduce the floor on the BHA line of credit to 3.5% (the standard is 4%).

Connie Krosney made a motion to: (1) move the BHA owned and managed deposit accounts from Citizens Bank to Merchants Bank and to make Merchants Bank BHA's primary banking services provider; (2) authorize the Chair to execute the HUD General Depository Agreement and (3) authorize the Secretary/Executive Director to execute any and all documents required in the transition of banking services to Merchants Bank. The motion was seconded by Sheila Gorski and unanimously approved.

5. Report on PHADA Conference – Sheila Gorski

Sheila summarized the key sessions she had attended as well as the general feel of her conference experience. There was discussion about the sessions and the ideas BHA could take from them.

6. Capital Fund Stimulus Funding

Connie asked if the listed projects would have been done anyway. Paul responded that the projects were either in the Five Year Capital Fund plan or on the extraordinary maintenance list. Stimulus funding will enable their completion earlier than previously possible.

He noted that underfunding of the Capital Fund Program in recent years has led to a backlog of needed capital improvements, so there were many priorities from which to choose. He advised that staff had consciously chosen small projects which were of high priority, which would provide work for local contractors in a variety of trades and which would provide improvements in all public housing developments.

Connie asked if this meant we would need more staff. Paul noted that it will take additional staff time but hoped to be able to administer most of the contracts and work with existing staff. He advised that Matt Ham-Ellis, Special Projects Coordinator, had been designated the point person to assure timely completion of stimulus projects in accordance with all applicable requirements and regulations.

Neil Wheelwright made a motion to: (1) authorize the acceptance and receipt of ARRA Capital Grant Program funding award number VT36S00150109 in the amount of \$653,823 and (2) authorize the Executive Director to execute any and all documents relating to the receipt of these funds and to utilize the funds for public housing capital improvements in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program and ARRA. Sheila seconded the motion, which was unanimously approved.

7. Contract – Franklin Square Roof Shingle Replacement

Paul advised that the implementation schedule for stimulus funds was to have all funds obligated by June 2009 and all projects completed by December 2009. The roofing project is the first project out to bid, with a bid due date of March 31st. Staff want to be able to move as quickly as possible on these projects.

Connie Krosney made a motion to authorize the Chair to approve a contract award for Franklin Square Roof Shingle Replacement in the event that the recommended contract award is more than \$100,000. The motion was seconded by Neil and unanimously approved.

Mike stated that he would advise Board members of any action taken and asked Paul Dettman to advise Board members if the recommended bid is below \$100,000.

8. Preliminary Financial Reports – February 2009

Paul Dettman noted that all programs and cost centers continue to show a year to date surplus. Staff anticipates that the Family Amp, because of unexpected expenses to replace failing boilers, will end the year with a smaller than budgeted surplus. The Central Office's substantially positive cash flow is the result of one-time construction management fees for Sophie's Place.

Connie asked about the comment related to Maintenance Salaries. Paul noted that staff retention was an ongoing problem and that the maintenance department typically operated with one or two vacancies.

Mike inquired about Benefits being under budget. Paul explained that budgeting for vacant positions is at family rates but the position may be filled by single individuals whose benefits are less costly.

9. Executive Director Report

There was a general discussion regarding the upcoming federal budgets and future program funding.

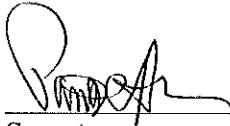
Sheila asked about the Bouchett Property. Paul explained the physical location and possible uses of the location. He also noted that 711 Riverside Avenue had been purchased and that community issues arise relating to our proposed development of the site.

10. Other Business

Mike Knauer initiated discussion about topics for the Annual Board Retreat. Paul Dettman advised that Board members had asked that program statistics and the ten year overview be included, along with a discussion of reserves. He further recommended a

discussion about waiting list priorities. Connie suggested that the Mayor be invited to talk about his housing priorities and concerns. Board members agreed and Paul Dettman was asked to check on his availability.

There being no other business, Connie Krosney made a motion to adjourn the Regular Meeting. The motion was seconded by Neil Wheelwright and was unanimously approved. The meeting adjourned at 8:39 pm.

A handwritten signature in black ink, appearing to read "Paul Dettman", written over a horizontal line.

Secretary

RESOLUTION NUMBER 19-2009

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on March 18, 2009, a quorum being present, the Board adopted the following resolution:

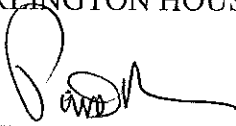
The Board approves:

1. Moving the BHA owned and managed deposit accounts from Citizens Bank to Merchants Bank and to make Merchants Bank BHA's primary banking service provider.
2. Authorizing the Chair to execute the HUD mandated General Depository Agreement, and
3. Authorizing the Secretary/Executive Director to execute any and all documents required in the transition of banking services to Merchants Bank.

Dated at Burlington, Vermont this 16th day of APRIL, 2009.

BURLINGTON HOUSING AUTHORITY

By: _____



RESOLUTION NUMBER 20-2009

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on March 18, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

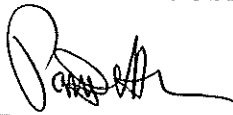
The acceptance and receipt of ARRA Capital Grant Program funding award number VT36S00150109 in the amount of \$653,823.

Authorizing the Executive Director to execute any and all documents relating to the receipt of these funds and utilization of the funds for public housing capital improvements in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program and ARRA.

Dated at Burlington, Vermont this 16th day of APRIL, 2009.

BURLINGTON HOUSING AUTHORITY

By: _____



RESOLUTION NUMBER 21-2009

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on March 19, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

Authorizing the Chair to approve a contract award for Franklin Square Roof Shingle Replacement in the event that the recommended contract award is more than \$100,000.

Dated at Burlington, Vermont this 16th day of APRIL, 2009.

BURLINGTON HOUSING AUTHORITY

By: _____

