

**Burlington Housing Authority**  
Meeting Minutes  
August 11, 2009

**Call to Order of Regular Meeting**

The Regular Meeting of the Board of Commissioners was called to order at 6:32 pm on August 11, 2009 at 65 Main Street by Chair Mike Knauer; with the following present: Commissioners Erin Baker, Sheila Gorski and Connie Krosney; Executive Director Paul Dettman; Director of Property Management Janet Dion; Director of Resident Services Kelley Newell; and Senior Staff Accountant Nick Hibbard.

**1. Minutes of June 17, 2009 Regular Meeting & Retreat**

Connie Krosney moved to approve the minutes as presented. The motion was seconded by Sheila Gorski.

Mike Knauer noted that he had not contacted Paul Dettman regarding his request for additional data relating to participants and the ladder of tenure. He indicated that he remained interested in the data and would be in touch with staff to clarify his request.

The motion was unanimously approved.

**2. Forum: Residents of BHA Properties/General Public**

There were no residents or members of the general public in attendance.

**3. FY2008 Audit Report**

Paul presented the FY2008 Audit Report and reminded Commissioners that the hard copy version had been delayed because of continuing problems with REAC FDS web submissions. As of this date, REAC staff have still not approved the unaudited submission.

Connie noted that there were no findings or areas of concern in the audit report. Erin stated that she found the Management Discussion and Analysis (MD&A) to be very helpful. Mike sought clarification on income to the Central Office. Paul noted there are financial transactions, such as fees for service between the Central Office, the AMPs and the Rental Assistance Program. Duplicative income/expenses between business units within BHA are removed, through eliminations, for the audit presentation.

Paul advised that he will ask the auditors for prompt preparation of hard copy of the FY2009 Audit, regardless of the timetable on the electronic submission.

#### **4. SEMAP Certification**

Paul reviewed the annual SEMAP Certification. He advised that the submission was now electronic; however, a copy of the fully executed form is kept on file.

Connie Krosney moved to accept the SEMAP Certification as presented and to authorize the Chair to execute the Certification. The motion was seconded by Erin Baker.

Mike sought clarification on Payment Standards. Paul explained how payment standards are used in calculating rents and how they are established. Managing payment standards helps a PHA manage their costs but can raise rental costs for tenants.

Connie asked about annual inspections. Paul confirmed that inspections of all units occurred at least yearly. Mike asked if BHA is in a metro area. Paul responded that BHA is in the Burlington-S. Burlington MSA, the only MSA in Vermont.

The motion was unanimously approved.

#### **5. Capital Fund – Amended Annual Statements – FFY07 & 08**

Paul explained that the receipt of stimulus funds and the decision to postpone the Decker Towers siding project for a year required a reprioritization of capital fund projects in the pipeline. Using our fungibility option, certain projects were shifted between stimulus, FFY 07 and FFY08 capital funds.

The amended Annual Statements reflect these shifts. Though Annual Statement amendments do not normally require Board action, Paul advised he was seeking Board approval in anticipation of a possible HUD request for a Board resolution.

Connie Krosney made a motion to approve the amended Annual Statements as presented. Sheila Gorski seconded the motion.

Mike noted that the A&E fee line item was substantially higher. Paul explained that, in these amendments, A&E fees had been broken out rather than being included in the individual activity budgets.

The motion was unanimously approved.

#### **6. Contract Award – Exterior Siding – Hillside Terrace**

Connie Krosney made a motion to authorize the Board Chair to approve the contract award for Exterior Siding (Cedar Shake Replacement) at Hillside Terrace in the event that the lowest, acceptable bid exceeds \$100,000. Erin Baker seconded the motion.

The motion was unanimously approved.

## **7. 151 & 157 South Champlain - Redevelopment**

Paul Dettman summarized the history of efforts to redevelop properties at 151 and 157 South Champlain, which now contain two vacant buildings and a Volkswagen repair shop. The City of Burlington wishes to see the hazardous waste issues addressed and the properties redeveloped for residential use. To that end, the CEDO Brownfields Program has paid for much of the engineering and has encouraged BHA and King Street Neighborhood Revitalization Corporation to gain control of the properties.

After years of effort, an opportunity has emerged to collaborate with the Hinsdale Estate, owner of 151 South Champlain, to develop a viable redevelopment plan.

Paul advised that staff were seeking Board approval to further explore this opportunity.

Connie Krosney made a motion to authorize the utilization of up to \$25,000 from Development Reserves for continued exploration of redevelopment opportunities at 151 & 157 South Champlain Street. The motion was seconded by Sheila Gorski.

Paul noted that BHA was also, separately, pursuing the acquisition of a property on the corner of King and South Champlain Street (the Bouchette property), which abuts 151/157. While BHA has a stand-alone redevelopment plan for the Bouchette property, it could be integrated into a 151/157 redevelopment strategy.

The motion was unanimously approved.

## **8. 1558 North Avenue - Discussion**

Paul raised, for Board discussion, the status of 1558 North Avenue. BHA purchased the property during development of Sophie's Place with the intention of making it available for a family seeking homeownership under the Section 8 Mortgage Assistance Program. The family who is currently renting the home wishes to purchase. However, because Champlain Housing Trust does not have shared equity grants available, the family needs a substantial no-interest loan or grant.

Following discussion, the consensus of the Board was that BHA did not have the resources to provide substantial no-interest loans or grants in support of families receiving rental assistance who wish to become homeowners. Commissioners agreed that they would be willing to consider, on a case by case basis, recommendations for downpayment/purchase assistance by Section 8 program participants in amounts less than \$10,000, with a priority for FSS participants and subject to the availability of unrestricted funds.

## **9. Executive Director's Report**

Board members noted the receipt of Family Unification Vouchers, grant renewals and increased funding commitments from the Agency of Human Services. Paul noted that

Vermont received more Family Unification Vouchers than New York and California. Paul advised that, as a result of the recent staff changes in the Finance Department, year end closeout was taking more time than usual. He outlined his plan for completing the closeout process.

The Board noted the loss of management fees as a result of the renewal of the property management agreement with COTS. Mike asked if there were commensurate savings. Paul advised that the property management work was included in the workload of a number of employees, so immediate savings are not possible.

#### **10. Resident Services Report – April-June 2009**

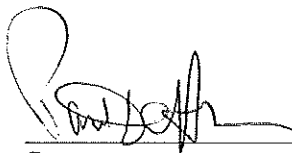
Kelley gave updates regarding the newly opened Tech Centers at Franklin Square and North Champlain Apartments. She also reported on the summer lunch programs which are winding down. Staffing was much stronger this year.

Connie suggested that report be reduced in detail and focus on highlights of each program. Mike expressed his appreciation for the range and scope of resident service activities being undertaken.

#### **11. Other Business – Location of September Meeting**

Paul Dettman suggested that, because of an anticipated focus on health insurance options for employees at the September 15<sup>th</sup> Board meeting, the venue be moved to 65 Main Street. After discussion, the Board agreed to hold the September meeting at 65 Main Street and to hold the October meeting at Franklin Square.

There being no other business, Connie Krosney made a motion to adjourn the meeting. The motion was seconded by Sheila Gorski and was unanimously approved. The meeting adjourned at 8:35 pm.



Secretary

**RESOLUTION NUMBER 01-2010**

**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 August 11, 2009, a quorum being present, the Board adopted the following resolution:

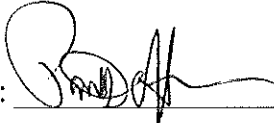
The Board approves:

The Section 8 Management Assessment Program Certification and authorizes the Board Chair to sign the Certification.

Dated at Burlington, Vermont this 16<sup>th</sup> day of SEPTEMBER, 2009.

BURLINGTON HOUSING AUTHORITY

By: \_\_\_\_\_



**RESOLUTION NUMBER 02-2010**

**BURLINGTON HOUSING AUTHORITY**

**SECRETARY'S CERTIFICATE**

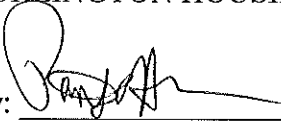
The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on August 11, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

Amended Annual statements for the FFY'07 and FFY'08 Capital Funds, as presented.

Dated at Burlington, Vermont this 16<sup>th</sup> day of SEPTEMBER, 2009.

BURLINGTON HOUSING AUTHORITY

By:  \_\_\_\_\_

**RESOLUTION NUMBER 03-2010**

**BURLINGTON HOUSING AUTHORITY**

**SECRETARY'S CERTIFICATE**

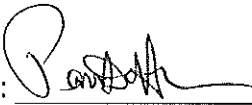
The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on August 11, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

Authorizing the Board Chair to award the contract for Exterior Siding (Cedar Shake) Replacement at Hillside Terrace, in the event that the lowest, acceptable bid exceeds \$100,000.

Dated at Burlington, Vermont this 16<sup>th</sup> day of SEPTEMBER, 2009.

BURLINGTON HOUSING AUTHORITY

By: 

**RESOLUTION NUMBER 04-2010**

**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 August 11, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

The use of \$25,000 from Development Reserves for the continued exploration of redevelopment opportunities at 151 & 157 South Champlain.

Dated at Burlington, Vermont this 16<sup>th</sup> day of SEPTEMBER, 2009.

BURLINGTON HOUSING AUTHORITY

By: 