

Burlington Housing Authority
Meeting Minutes
May 12, 2009

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 4:00pm on May 12, 2009 at 65 Main Street by Chair Mike Knauer; with the following present: Commissioner Sheila Gorski, Erin Baker and Connie Krosney; Executive Director Paul Dettman; Directors of Finance Sheila Berry and James Brown; and Senior Staff Accountant Nick Hibbard.

1. Minutes of April 14, 2009 Regular Meeting

Connie requested three corrections on page 3 of the minutes: (1) an incomplete sentence, (2) a sentence to be removed and (3) the need for the full name of a resident.

Sheila Gorski made a motion to approve the minutes, as corrected. The motion was seconded by Connie Krosney and passed unanimously.

2. Forum: Residents of BHA Properties/General Public

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

3. Contract Award – Hillside Terrace – Kitchen Renovations

Paul advised that staff were recommending an award to the low bidder, Clemens Construction. He noted that the company had done work for BHA in the past.

Connie Krosney moved to award a contract in the amount of \$126,900.00 for kitchen renovations and rear door replacement at Hillside Terrace to Clemons Construction. The motion was seconded by Sheila. Sheila asked what happens to budgeted funds in excess of the contract amount. Paul advised that they would be used first for any change orders and second on stimulus projects which come in over budget. Mike asked if there were any concerns regarding the bid proposal or the contractor's ability to perform. Paul advised that staff did not have any concerns. The motion passed unanimously.

Additional Agenda Item – Five Year/Annual Plan Revision

Paul provided Board members with a memo seeking a revision to the Capital Fund Five Year Action Plan contained in the FY2010 Five Year/Annual Plan, which had been previously approved and submitted to HUD in April. He advised that HUD was requiring the revision to incorporate all capital fund activities which will be completed using stimulus funds.

Connie Krosney made a motion to (1) approve the revised Capital Fund Five Year Action Plan for FFY2009-2013, (2) approve its incorporation into the BHA FY2010-201 Five Year/Annual Plan and (3) approve submission of the revised Five Year/Annual Plan to HUD. The motion was seconded by Sheila and unanimously approved.

4. Discussion – Waiting List Preferences & Priorities

Paul advised the Board that he was recommending a review of waiting list preferences and priorities in light of the lack of new rental assistance subsidies, the lengthening waiting list and the increase in number of households who are homeless or at risk of homelessness. Policies of the Los Angeles Housing Authority and Boston Housing Authority were provided as examples. Paul noted that he was recommending consideration of a residency preference and an expansion of the current local preference policy.

Following discussion, Board members agreed that a residency preference should be considered. Paul was asked to formulate revised waiting list preferences and to obtain staff input for further discussion at a later Board meeting.

5. BHA – Housing Priorities – Discussion with Mayor Kiss – 4:30PM

Mayor Bob Kiss arrived at 4:32pm. The Mayor expressed his satisfaction with BHA's performance and housing priorities and noted the challenges of addressing homelessness in Burlington. An extended discussion followed regarding the City's housing priorities and policies as well as appropriate roles for BHA in further housing development.

Neil Wheelwright arrived at 4:42pm.

6. Review of Draft FY2010 Budget

Paul presented an overview of the Draft FY2010 budget, noting that the two public housing AMPs (asset management projects), the Rental Assistance Program and the Central office budgets all had projected cash surpluses. He pointed out that the Central Office budget is the most challenging and noted that it is projecting a positive cash flow in FY2010 only because of the additional administrative fees associated with the one-time Capital Fund stimulus funding.

Paul advised the Board that budget assumed no change in the employee benefit package and an 18% increase in health care premiums, effective January 1, 2010. He also noted that the budget assumed no cost of living increase in January.

Mike asked if the Central Office was receiving all administrative fees allowed. Paul advised that he and Sheila had worked to ensure that the Central office was receiving the maximum fees allowed under HUD asset management guidance.

During the course of the discussion that followed, a question arose regarding budgeting for BHA pension plan contributions. As staff was unable to identify the specific line item, Paul agreed to provide further information to Commissioners by e-mail after the meeting.

Paul advised that the budget will be presented for final approval at the June Board meeting.

7. Discussion – Health Insurance Options

Paul advised the Board that, in light of defections from the League of Cities and Towns and the continued double digit increases on the current health care plan, staff believed that it would be prudent to explore options. Proposals and recommendations have been received from Paige & Campbell Insurance and Northern benefits.

Sheila Berry explained the plan alternatives that had been presented. Discussion followed regarding the pros and cons of the alternatives, including impact on employees. Board members concurred that the potential savings merited further exploration and a specific recommendation from staff. Initially, the HRA high deductible option, with BHA assuming full responsibility for the deductible, appears to be the best option.

Paul agreed to bring a concrete proposal to the Board in time for a possible conversion before the end of the calendar year.

8. Discussion – Smoke-Free Buildings-Elderly/Disabled High Rises

Paul explained that Resident Services staff had met with a representative of an organization in Maine, advocating for the conversion of public housing developments to Smoke-Free buildings.

Following a discussion of the benefits of conversion, its impact on elderly and disabled smokers and the challenge of implementation, Board members agreed that it was worthy of further consideration.

Paul agreed to explore the idea further with Property Management and Resident Services staff and, if appropriate, to develop an implementation plan for Board consideration.

9. Review of Proposed FY2010 Goals and Objectives (Work Plan)

Paul noted that, based on previous agenda item discussion, Health Plan options and Smoke Free High Rises would be added to the proposed Work Plan.

Connie asked about the restructuring of Shelter Plus Care. Paul advised that the subsidies were currently sponsor-based and could, therefore, only be used in Champlain Housing Trust. Lack of housing units has limited participation. A conversion to tent-based subsidies will expand housing option. Additionally, BHA needs to identify at least one

more Service Provider in order to fully utilize resources available under the Shelter Plus Are Programs.

Board members reviewed the work plan and concurred with items listed. Mike Knauer suggested the inclusion of updated energy audits for public housing properties. Paul Dettman advised that, as Capital Needs Assessments have to be completed in conjunction with the stimulus funds, energy audits will be included in the Assessments.

The final Work Plan will be presented at the June Board meeting.

10. Discussion – Housing Ladder of Tenure – BHA Program Support

Connie proposed moving the Ladder of Tenure discussion until the next meeting. All Board members agreed.


11. June Board Meeting Date

Paul advised that he would be on vacation during the last two weeks of May. He asked to postpone the June Board meeting by a week. Board members agreed to reschedule the meeting to Wednesday, June 17th.

12. Other Business

The Board thanked Sheila Berry for her service with Burlington Housing.

There being no other business, Connie Krosney made a motion to adjourn the meeting. Neil Wheelwright seconded the motion, which was unanimously approved. The meeting adjourned at 8:33 pm.



Secretary

RESOLUTION NUMBER 24-2009

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

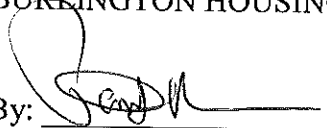
The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on May 12, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

The recommendation to award the contract for the Hillside Terrace Kitchen Renovations & Rear Door Replacement Project to Clemons Construction in the amount of \$126,900.

Dated at Burlington, Vermont this 18th day of June, 2009.

BURLINGTON HOUSING AUTHORITY

By:  _____

RESOLUTION NUMBER 25-2009

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

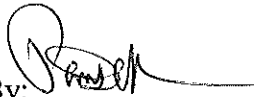
The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on May 12, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

- 1) The revised Capital Fund Five Year Action Plan for FFY2009 -2013.
- 2) Its incorporation into the BHA FY2010 – 2014 Five Year/Annual Plan.
- 3) The submission of the revised Five Year/Annual Plan to HUD.

Dated at Burlington, Vermont this 15th day of JUNE, 2009.

BURLINGTON HOUSING AUTHORITY

By:  _____