

Burlington Housing Authority

Meeting Minutes
September 15, 2009

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 6:28pm on September 15, 2009 at 65 Main Street by Chair Mike Knauer; with the following present: Commissioners Sheila Gorski and Connie Krosney; Executive Director Paul Dettman; Director of Resident Services Kelley Newell; Director of Asset Management John MacDonald; Property Manager Charles Bishop; Director of Finance James Brown and Senior Staff Accountant Nick Hibbard.

1. Field Trip – 151, 157, 161-165 S. Champlain; 30-42 King Street

Board members took a brief field trip to visit property sites at 151 South Champlain; 157 South Champlain and the Bouchett property on the corner of S. Champlain and King Street (161-165 S. Champlain/30-42 King Street).

2. Minutes of August 11, 2009 Regular Meeting

Connie Krosney moved to approve the minutes of the August 11, 2009 Regular Meeting. Sheila Gorski seconded the motion. Mike Knauer noted a typographical error in item 8. The motion to approve the minutes, as corrected, passed unanimously.

3. Forum: Resident of BHA Properties/General Public

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

4. CY2010 Health Insurance – Discussion

Paul Dettman advised that staff has been exploring health insurance options for calendar year 2010 in response to the Board discussion at the May retreat. The proposal being considered this evening represents the most cost-effective option for BHA, allowing a reduction in anticipated health insurance costs while maintaining comparable coverage.

He introduced Allen Nassif of Northern Benefits and Richard Leuchs of Choice Care Card. They presented a proposal for a CIGNA high deductible plan which would be coupled with a BHA funded Health Reimbursement Account (HRA) for most of the deductible. The HRA would be administered through Choice Care Card and would provide employees with debit cards for HRA eligible expenses.

Following an extended discussion of the pros and cons of the proposal for BHA and employees, Mike Knauer made a motion to authorize a transition to the health care benefit package proposed by Northern Benefits, subject to the following conditions:

(1) final rates must be within 5 percent of the anticipated rates presented; (2) there be no change at this time regarding coverage for part-time employees and domestic partners, and (3) the plan must provide benefits comparable to BHA's current plan. The motion was second by Connie Krosney and unanimously approved.

5. Purchase and Sale Contract – Bouchett Property

Connie Krosney made a motion to approve (1) the purchase and sale contract for the Frank and Betty Bouchett property at 161-165 South Champlain Street and 30-42 King Street, Burlington, Vermont; (2) the acquisition of the property; (3) authorization to the Executive Director to take any action and to execute any and all documents which are necessary or desirable to be executed by BHA in connection with the acquisition and re-development of the site; and (4) authorization to utilize up to \$50,000 from the Development Reserve for the deposit and to cover costs associated with survey, permits, architectural drawings and specifications, engineering, grant writing and other costs associated with projected development on the Frank and Betty Bouchett property. The motion was seconded by Sheila Gorski.

Paul Dettman advised the Board that this project has a large acquisition price compared to other BHA purchases. Connie asked where funding would come from. Paul advised that the preliminary proforma projected a BHA equity contribution and funding from the Vermont Housing and Conservation Board, the City of Burlington HOME program, the Federal Home Loan Bank and Merchants Bank. He noted that, because the funding pipeline is long, closing was not anticipated until June 2010 and a lease back arrangement would be negotiated within the first thirty days of the purchase and sale contract. Apartment rental and lease fees would cover carrying costs, if necessary, until all funding is in place. He also noted that it would be ideal to combine this project with the potential redevelopment of 151 and 157 South Champlain Street.

Mike Knauer asked what the loss to BHA would be if the project falls through. Paul advised that use of the Development Reserve would be less than \$50,000.

Following further discussion of the physical structure of the new building and the households to be served, the motion was unanimously approved.

6. Draft Financial Report – August 2009

Paul noted that, two months into the new fiscal year, all programs/projects were showing net year-to-date income greater than budgeted.

7. Executive Director's Report

Connie Krosney noted the funding increase in the Department of Corrections grant. Paul Dettman explained that the funds were being provided for a pilot program to provide short-term rental assistance and security deposit/utility assistance for returning offenders.

Mike Knauer asked what determined "obligation" of ARRA funds. Paul advised that funds are considered obligated when a contract is signed.

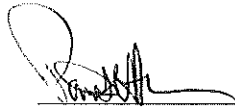
Paul advised the Board of a lawsuit regarding termination of Section 8 Rental Assistance to a household. BHA's insurance company is providing coverage.

Board members discussed the upcoming PHADA Commissioner's Conference. Sheila Gorski suggested that Erin Baker might benefit from attendance. Paul Dettman was asked to include the topic again on the October Board meeting agenda.

8. Other Business

Connie Krosney advised the Board that she will not be in town for the October 13th meeting.

There being no other business, Sheila Gorski made a motion to adjourn the meeting. Connie Krosney seconded the motion, which was unanimously approved. The meeting adjourned at 9:00 pm.



Secretary

RESOLUTION NUMBER 05-2010

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 September 15, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

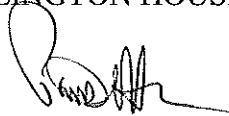
A transition to the health care benefit package proposed by Northern Benefits, subject to the following conditions:

- (1) final rates must be within 5 percent of the anticipated rates presented;
- (2) there be no change at this time regarding coverage for part-time employees and domestic partners, and
- (3) the plan must provide benefits comparable to BHA's current plan.

Dated at Burlington, Vermont this 12th day of NOVEMBER, 2009.

BURLINGTON HOUSING AUTHORITY

By: _____



RESOLUTION NUMBER 06-2010

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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 September 15, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

- 1) The purchase and sale contract for the Frank and Betty Bouchett property at 161-165 South Champlain Street and 30-42 King Street, Burlington, VT
- 2) Acquisition of the property
- 3) Authorization to the Executive Director to take any action and to execute any and all documents which are necessary or desirable to be executed by BHA in connection with the acquisition and re-development of the site.
- 4) Authorization to utilize up to \$50,000 from the Development Reserve for the deposit and to cover costs associated with survey, permits, architectural drawings and specifications, engineering, grant writing and other costs associated with project development on the Frank and Betty Bouchett property.

Dated at Burlington, Vermont this 12th day of NOVEMBER, 2009.

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