

Burlington Housing Authority

Meeting Minutes

February 17, 2009

Note: The Annual Meeting of the Board of Commissioners was originally scheduled to precede the Annual Meeting. However, as Commissioner Gorski was expected to arrive later and Commissioner Erin Baker had not yet arrived, it was agreed to hold the Annual Meeting following the Regular meeting.

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 6:37pm on February 17, 2009 at 101 College Street by Chair Mike Knauer; with the following present: Commissioners Neil Wheelwright, and Connie Krosney; Executive Director Paul Dettman; Director of Finance Sheila Berry; Director of Asset Management John MacDonald; Director of Resident Services Kelley Newell; Special Projects Coordinator Matt Ham-Ellis; and Staff Accountant Nick Hibbard.

1. Approval of the Minutes – December 9, 2008 Regular Meeting

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

2. Forum: Residents of South Square Apartments

There were no residents in attendance.

3. Forum: Residents of other BHA Properties/ General Public

There were no residents in attendance.

4. Report from PHADA Conference – Sheila Gorski

Chair Knauer advised the Board that Sheila Gorski's presentation on the PHADA Conference was being postponed, at her request, until the March meeting.

5. Additional Resident Advisory Board Appointment

Connie Krosney made a motion to approve the appointment of Gloria Candido to the CY2009 Resident Advisory Board. Neil Wheelwright seconded the motion, which was unanimously approved.

6. 105 East Allen Street – Construction Contract Award

Paul Dettman advised the Board that Paul Sipple of NECCO, Inc., the low bidder on the project, was present and wished to address the Board. He advised Mr. Sipple that Millbrook Building and Construction was the recommended contractor and provided Mr. Sipple with a copy of the staff memo.

Mr. Sipple advised the Board that his company had a long and successful track record, was bonded, and had completed successful projects for the Barre Housing Authority and the Winooski Housing Authority. He further stated that he had complete confidence in his proposed electrical contractor and that BHA should not be concerned about the low amount of the electrical bid, because, as contractor, NECCO had full responsibility and liability.

Erin Baker arrived at 6:43pm.

Mike Knauer explained the process of contract awards. He noted that price was not the sole consideration.

Paul Dettman provided the Board with a summary of key elements of the BHA procurement policy relating to contract award, as well as the Vermont Housing and Conservation Board procurement requirements. Connie asked for clarification of the term: Section 3 contractor.

Paul Dettman advised that the primary reason for the recommendation not to take the low bidder was the unrealistically low and unbalanced bid from CJM Electrical. Staff are concerned about the inability of this subcontractor to perform and the potential problems, additional costs and additional staff time that could result. He also noted the other considerations that had led to the unusual staff recommendation that the contract be awarded to a company other than the low bidder.

Paul Sipple stated that he did not believe lack of experience with a subcontractor is a legitimate reason to deny a contract award.

Board members inquired about NECCO's previous history and performance with BHA. Paul Dettman advised that the only contract with NECCO during his tenure was roof shingle replacement at Hillside Terrace Apartments. Work was completed satisfactorily; however, there was a problem with timely completion of warranty work.

Sheila Gorski arrived at 7:09pm.

Following a further dialogue with Paul Sipple, both Neil and Connie stated that they were concerned about the low electrical bid. Neil noted that the working relationship with the contractor was very important and stated that he was concerned by Mr. Sipple's adversarial tone. Sheila advised that an award to Millbrook appeared to be most advantageous to the Housing Authority. Erin Baker concurred.

Connie Krosney made a motion to award the Construction Contract for renovations and apartment additions at 105 East Allen Street to Millbrook Building and Remodeling for an amount not to exceed \$416,400. Sheila Gorski seconded the motion, which was unanimously approved.

7. 105 East Allen Street – Financing Resolution

Connie Krosney asked the purpose of the resolution, as many of the items had already been approved by the Board. Paul Dettman explained that this was a document required by the lenders and funding agencies. Mike Knauer expressed a concern that item 7 was overly broad. Paul Dettman explained that this was language from a prior resolution for Sophie's Place, which was prepared by BHA legal counsel and previously approved by the Board.

Connie Krosney made a motion to approve the resolution for financing of the 105 East Allen Street Project, as presented. Neil Wheelright seconded the motion, which passed unanimously.

8. 711 Riverside Avenue – Acquisition

Paul Dettman explained the proposed project, the use of project-based vouchers and the people it would serve. Neil asked about issues and costs associated with the possible presence of a oil tank on the property. Paul Dettman summarized state requirements and resources available for the removal of a tank.

Following a brief discussion, Connie Krosney made a motion to approve the (1) purchase and sale contract for 711 Riverside Avenue, Burlington, (2) acquisition of 711 Riverside Avenue and (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 development of the site. The motion was seconded by Erin Baker and was unanimously approved.

9. 711 Riverside Avenue – Use of Reserves

Connie Krosney made a motion to (1) utilize \$120,000 from the Section 8 Administrative Fee Reserve for the purpose of acquiring the property at 711 Riverside Avenue for Section 8 project based voucher development and (2) to utilize up to \$50,000 from the Development Reserve to cover costs associated with survey, permits, architectural drawings and specifications, grant writing and other costs associated with project development at 711 Riverside Avenue. The motion was seconded by Sheila Gorski and passed unanimously.

10. Contract for Audit Services

Paul Dettman noted that there is a limited pool of CPA firms who will bid on contracts for Public Housing Authority audits because of the unique requirements of the HUD Real Estate Assessment Center. This has been further complicated by the FY2008 audit process, which HUD has made difficult by delaying submissions into their electronic systems. My firms would not bid because audited FY2008 financials are not available.

Mike Knauer asked about page 3, item 6 of the proposed contract from Dickinson and Company. He noted the asterisk. Sheila Berry advised that it is a typo issue, which is common in Dickinson and Company work.

Paul Dettman noted that, because there were no competitive bids, staff were recommending a one year contract, with an option to renew for 2010 and 2011. This will provide an opportunity to bid again next year, if the Board so chooses.

Connie Krosney made a motion to accept the Dickinson & Company proposal for audit services for fiscal year 2009, with an option to renew for 2010 and 2011. The motion was seconded by Neil Wheelwright and unanimously approved.

11. Preliminary Financial Reports – January 2009

Paul Dettman noted positive cash flows for all projects and cost centers. He highlighted the positive variance for the Central Office, as a result of a mid-year review and adjustment of management and administrative fees.

12. Executive Director Report

Paul Dettman noted that Economic Stimulus Bill contains appropriations for the Public Housing Capital Fund Program. He estimated that BHA should receive over \$600,000 in additional Capital Funds, which will be spent on public housing capital improvement projects.

He updated the Board on the HelpFund, for which Burlington Supportive Housing Initiatives (BSHI) is the fiduciary. He advised that the HelpFund was providing \$25,000 to BHA for the Burlington Housing Assistance Program (BHAP).

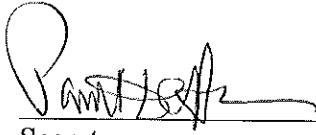
13. Quarterly Resident Services Report – Oct-Dec 2008

Paul Dettman noted that State of Vermont may fully fund two Offender Housing Reentry Program positions in FY2010. Mike Knauer asked about the falling attendance at the Tech Center. Kelley Newell explained that most interested Decker Tower residents had taken the course offerings and that it was challenging to get participation from residents of other housing developments. The establishment of satellite centers will help broaden our outreach.

14. Other Business

Board members agreed to move the March 2009 regular meeting date to Wednesday, March 18th.

There being no other business, Neil Wheelwright made a motion to adjourn the Regular Meeting. The motion was seconded by Connie Krosney and unanimously approved. The meeting adjourned at 8:31pm.



Secretary

RESOLUTION NUMBER 14-2009

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 February 17, 2009, a quorum being present, the Board adopted the following resolution:

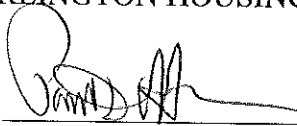
The Board approves:

Award of a construction contract for renovations and apartment additions at 105 East Allen Street to Millbrook Building and Remodeling for an amount not to exceed \$416,400.

Dated at Burlington, Vermont this 23rd day of MARCH, 2009.

BURLINGTON HOUSING AUTHORITY

By: _____



RESOLUTION NUMBER 15-2009

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 February 17, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

The Financing Resolution for 105 East Allen Street as presented (see attached).

Dated at Burlington, Vermont this 23rd day of MARCH, 2009.

BURLINGTON HOUSING AUTHORITY

By: 