

**Burlington Housing Authority  
Minutes from the Regular Board of Commissioner Meeting  
February 28, 2023**

**Call to Order of Regular Meeting**

The Regular Meeting of the Board of Commissioners was called to order at 9:35 a.m. on February 28, 2023 via Zoom and in person at 65 Main Street, Burlington, Vermont by Board Chair Mike Knauer. The following commissioners were also present: Cheryl Fatnassi, Jane Knodell, and Bill Schrecker. Also in attendance were Executive Director Steven Murray, Chief Financial Officer Nicholas Hibbard, Director of Rental Assistance Stephanie Bixby, Director of Asset Management Jeffrey Metcalf, Director of Human Resources Melissa Farnham, Director of Housing Retention Crystal Jones, Director of Building Operations Lisa McGonagle, Director of Property Management Susan Carp, and Senior Staff Accountant Eric DeBlasio.

**1. Changes to the Agenda**

Cheryl Fatnassi requested to add a proclamation discussion to Other Business to recognize Garrett Graff's time on the Board of Commissioners.

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

There were no residents in attendance.

**3. Board Action**

a. January 31 2023 Regular Meeting Minutes

Cheryl Fatnassi made a motion to approve the minutes, as presented. Mike Knauer seconded the motion. There was unanimous approval.

b. Peterson Place Assumption

There was discussion about the property assumption, financing, and signatories of the resolution. There was discussion of the rents at the project.

Cheryl Fatnassi made a motion to authorize the Executive Director to execute the resolution and documents regarding the assumption of Peterson Place Apartments, as presented. Mike Knauer seconded the motion. There was unanimous approval.

c. Records Retention Policy Update

Steve Murray explained the necessity of this change to manage files until the planned digital file conversion and transition. Stephanie Bixby explained how this change will improve efficiency for her department. There was discussion on any potential downsides of this change. There was discussion about the effect on ineligible participants documentation.

Cheryl Fatnassi made a motion to approve the changes to the records retention policy, as presented. Jane Knodell seconded the motion. There was unanimous approval of the motion.

d. Security Camera System Upgrades

Cheryl Fatnassi made a motion to approve the funding of the Security Camera System Upgrades in an amount up to \$35,000 from operations for properties at Elderly RAD, LCA, and SSP on a prorated basis. The motion was seconded by Mike Knauer. There was unanimous approval of the motion.

e. 185 Pine Street (LCA) Main Water Supply Line Replacement

Jeff Metcalf explained the need for the project and how the City of Burlington would like the repairs conducted.

Cheryl Fatnassi made a motion to approve the funding of the 185 Pine Street Main Supply Line Replacement project in an amount of up to \$50,000 from operations. The motion was seconded by Bill Schrecker. There was unanimous approval of the motion.

#### **4. Executive Director Report**

Steve Murray gave an update on security improvements and concerns from town hall meetings that have been held with residents. He made note of incidents that had occurred over the past several months, including drug dealing at properties. There was discussion about future security updates that are under review, including resident involvement. Cheryl Fatnassi noted that this is a topic that will require community involvement and resources. There will be updates to program rules and eligibility requirements due to HOTMA regulation changes in the future. Cheryl Fatnassi noted that we should communicate this information with partners

as we know more and where possible seek input from the community. There was discussion about HUD's implementation of the changes. There was discussion about the wetland property behind Franklin Square that is maintained by the City of Burlington Parks department. There will be development discussions regarding new and existing properties over the coming months for future review.

## **5. Consent Agenda**

- a. Asset Management
- b. Housing Retention
- c. Human Resources
- d. Property Management
- e. Rental Assistance

Mike Knauer noted that he is looking forward to seeing the Housing Retention best practices documentation mentioned. He appreciated the explanation by Property Management of the purging of waitlists and how it affects leasing. There was discussion about the handling of leasing time reductions. Mike Knauer would be interested to see the trend of lease-up duration over time.

Cheryl Fatnassi made a motion to accept the consent agenda, as presented. The motion was seconded by Bill Schrecker. There was unanimous approval of the motion.

## **6. Financial Report – January 2023**

Mike Knauer would like an update in the future related to the downward trend mentioned in leasing under the voucher program that led to the 90% utilization. Cheryl Fatnassi suggested adding topics monthly as a discussion items.

## **7. Board Orientation Discussion**

Steve Murray will schedule a time for new members to view properties and meet with staff. There was discussion of the Board being invited to a future RAB Board meeting.

## **8. Other Business**

Cheryl Fatnassi proposed a proclamation regarding Garret Graff's contributions to the BHA Board of Commissioners. Steve Murray will have this proclamation put into a plaque form if approved. Cheryl Fatnassi made a motion to approve the proclamation presented to recognize Garrett Graff and his dedicated service to the Burlington community, as presented and amended. The amendment was for a typographical error. The motion was seconded by Mike Knauer. There was unanimous approval of the motion.

There being no other business, Cheryl Fatnassi made a motion to adjourn the meeting at 10:54 a.m. The motion was seconded by Bill Schrecker. There was unanimous approval of the motion.

DocuSigned by:

*Steven Murray*

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Secretary