

**Burlington Housing Authority  
Minutes from the Regular Board of Commissioner Meeting  
May 30, 2023**

**Call to Order of Regular Meeting**

The Regular Meeting of the Board of Commissioners was called to order at 9:01 a.m. on May 30, 2023 via Zoom and in person at 245 Pine Street, Burlington, Vermont by Board Chair Mike Knauer. The following commissioners were present: Cheryl Fatnassi and Bill Schrecker. Also in attendance were Chief Financial Officer Nicholas Hibbard, Director of Rental Assistance Stephanie Bixby, Director of Asset Management Jeffrey Metcalf, Director of Human Resources Melissa Farnham, and Director of Property Management Susan Carp.

**1. Changes to the Agenda**

Steven Murray requested an Executive Session to discuss personnel matters, legal matters, and contract matters.

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

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

**3. Board Action**

a. April 25 2023 Regular Meeting Minutes

Cheryl Fatnassi made a motion to approve the minutes, as presented. Bill Schrecker seconded the motion. There was unanimous approval of the motion.

b. FY2024 Operating Budget

Cheryl Fatnassi made a motion to approve the FY2024 Operating Budget, as presented. Bill Schrecker seconded the motion.

Cheryl Fatnassi asked about the budget impact of the debt forgiveness program that was mentioned at a prior meeting and the interest earning expectations. There is no current budget for the forgiveness program as it has not been utilized at this time. Interest earnings at 3% would be \$250,000 less than the 4.8% estimate. It was agreed to lower the estimate interest earnings potential to 4%. There was discussion about the timing of rental adjustments.

There was unanimous of the FY2024 Operating Budget, as presented and revised.

c. FY2024 Capital Plan

There was discussion about reserve funding and philosophies of reserves. Jeff Metcalf shared his thoughts on the development of the current plan. There was discussion of how deferred items would be handled. He worked collaboratively with Building Operations and Property Management to develop the current presented plan. There was a discussion about grant funding for energy efficiency projects. Board members would support proof of concept or pilot programs.

Cheryl Fatnassi made a motion to approve the FY2024 Capital Plan, as presented. Bill Schrecker seconded the motion.

There was discussion about future presentation looking to request planning further out. Cheryl suggested a two-year rolling approval of the plan.

There was unanimous approval of the motion.

d. Floating Cultural Holidays

Melissa Farnham noted that the narrative was developed by the Diversity, Equity, and Inclusion Committee.

Cheryl Fatnassi made a motion to approve the policy, as presented. Bill Schrecker seconded the motion.

Mike Knauer noted that he is a fan of floating holidays. He added the context of his request for comparable data points that Melissa Farnham provided. Addition of these days would still leave BHA within its comparable peers related to total time off. Cheryl Fatnassi noted the training she felt should come with this policy matter.

There was unanimous approval of the motion.

Cheryl Fatnassi asked for a review of the DEI work and how to measure progress and accountability.

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

Steven Murray noted current projects he's working on with the City of Burlington and local partners. There was discussion about re-locating the office of the Housing Retention department. He added the expansion of availability of Narcan to several more of our buildings. There was discussion of assignment of PBV contracts from Rental Assistance that are set up with tax credit partnerships. There was discussion of how we are trying to address criminal activity at our properties. There was discussion about the annual process of removing individuals from waiting lists.

#### **5. Consent Agenda**

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

Cheryl Fatnassi moved to accept the consent agenda. Bill Schecker seconded the motion.

Mike Knauer thanked all for their reports.

There was unanimous approval of the motion.

Steven Murray wanted to thank Susan Carp and her team for all their hard work with leasing and their work with residents.

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

Steven Murray noted that the snow removal expenditures for the most current season were reviewed and it looks to have been a good investment both financially and for staff morale.

#### **7. Other Business**

There will be no need for the June 13<sup>th</sup> tentative meeting and that will be removed. The next meeting will be June 27<sup>th</sup>.

## 8. Executive Session – Personnel Matter, Legal Matters, Contract Matters

Cheryl Fatnassi moved to enter Executive Session at 10:25 a.m. with Steven Murray, Melissa Farnham, and Nicholas Hibbard invited. Bill Schrecker seconded the motion. There was unanimous approval of the motion.

Cheryl Fatnassi made a motion to exit Executive Session at 11:25 a.m. The motion was seconded by Bill Schrecker. There was unanimous approval of the motion.

There being no other business, Cheryl Fatnassi made a motion to adjourn the meeting at 11:26 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