

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

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 9:03 a.m. on November 28, 2023, via Zoom and in person at 65 Main Street, Burlington, Vermont by Board Chair Michael Knauer. The following commissioners were present: Jane Knodell, Cheryl Fatnassi, and Bill Schrecker. Also in attendance were Executive Director Steven Murray, Director of Asset Management Jeffrey Metcalf, Director of Human Resources Melissa Farnham, Director of Property Management Susan Carp, Director of Rental Assistance Stephanie Bixby, Director of Building Operations Lisa McGonagle, Director of Housing Retention Crystal Jones, and Senior Staff Accountant Eric DeBlasio.

1. Changes to the Agenda

No changes were made.

2. Forum: Resident of BHA Properties/General Public

Non-employees in attendance were Rosie, a student from the University of Vermont, Bob Collins, a resident of Decker Towers, and Katie Stephan.

Bob Collins brought up safety and security at Decker Towers, specifically at the front entrance. There is significant drug traffic and homeless people. He believes there should be a security guard at the front entrance. Michael Knauer asked if there were projects in process for safety and security. Steven Murray stated that BHA has looked into a security guard at around \$300K a year, \$500K for armed. BHA is putting alarms on doors for propped open doors. Steven Murray also stated that residents just let people in by hitting the handicap button. The door must be open long enough for ADA reasons which allows for some coat tailing. BHA is making headways, evicting five drug dealers and two drug dens. Friends are letting drug dealers back into the building to deal. Bob Collins said BHA should talk and give warnings to residents for letting people in and giving lease violations. Many residents under notice to vacate or eviction are letting people in. Steven Murray stated that BHA has been giving warnings. Crystal Jones is working on a resident counsel. Cheryl Fatnassi sent a link for security grants.

3. Board Action

a. October 31, 2023, Regular Meeting Minutes

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

b. Change to Collateral Custodian

Cheryl Fatnassi made a motion to approve the change to collateral custodian, as presented. The motion was seconded by Bill Schrecker.

There was a short discussion on how BHA and the bank would benefit.

There was unanimous approval of the motion.

4. Executive Director Report

Steven Murray gave updates on the following:

Jeff Metcalf and Nick Hibbard went live with the staff notification system for emergencies.

The mobile security trailer has been delivered and set up in the parking lot of Decker Towers, it will move to troubled properties once new lights and cameras are installed to the exterior of Decker Towers, Susan Carp and Jeff Metcalf are responsible for fielding requests for it.

Stephanie Bixby is doing a great job revamping the Limited English Proficiency (LEP) data. Stephanie Bixby stated we have added six new languages to the dataset.

Vacancies will be much higher next month due to evicting problem residents. BHA is slowing down filling units in Decker to give residents a break.

5. Consent Agenda

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

Cheryl Fatnassi made a motion to approve the consent agenda. The motion was seconded by Jane Knodell.

Michael Knauer thanked everyone for the great monthly reports and prompt answers to email questions. Jeff Metcalf provided clarity on the roof replacement and how it came in significantly under budget. The company was from out of state and cut their costs. Jeff Metcalf also stated that hot water heaters were \$1,700 each, but usually budgeted at \$850 each. Jeff Metcalf is working with Burlington Electric Department (BED) to see if we can utilize heat pump water heaters in the future. Jeff Metcalf has added in elevator

modernization for 20-year replacement costs for better representation and a proactive approach for 5 different elevators at 4 different properties. Steven Murray was concerned about the demand charges for going all-electric. Jeff Metcalf and Nick Hibbard are in the works finding out additional information about the demand charges.

There was unanimous approval of the motion.

6. Financial Report – October 2023

Michael Knauer thanks Eric DeBlasio and Nick Hibbard for the cover report. Cheryl Fatnassi commends Nick Hibbard and team. Cheryl Fatnassi added that with the strong income, BHA should put money back into the mission. Steven Murray said BHA is trying to keep money in the properties as much as possible. BHA is working on creating operating reserves at the properties as well. Much of the money is bucketed restricted. Steven Murray believes BHA could have a margin compression in a couple of years. Stephanie Bixby stated that BHA cannot increase contract rent until the tenant annual recertification. Not all vouchers will be able to be utilized as there will not be enough money to cover all of them. Steven Murray stated we have a hole in our 20-year CNA.

Michael Knauer created an action item for next month to discuss the large net profit compared to budget and how to use it.

7. Executive Session – Employment Contract & Real Estate Transaction

Michael Knauer added an HR matter and a contract matter to the Executive Session.

At 9:50 a.m., Cheryl Fatnassi made a motion to enter Executive Session, inviting Steven Murray and Melissa Farnham. The motion was seconded by Jane Knodell. There was unanimous approval of the motion.

At 10:53 a.m., Cheryl Fatnassi made a motion to come out of the Executive Session. The motion was seconded by Jane Knodell. There was unanimous approval of the motion.

Cheryl Fatnassi made a motion to approve the Future Plan by Ascensus plan documents for BHA for 2024. The motion was seconded by Jane Knodell. There was unanimous approval of the motion.

Cheryl Fatnassi made a motion to approve the executive director bonus compensation as discussed in Executive Session. The motion was seconded by Jane Knodell. There was unanimous approval of the motion.

8. Other Business

There being no other business, Bill Schrecker made a motion to adjourn the meeting at 10:56 a.m. The motion was seconded by Cheryl Fatnassi. There was unanimous approval of the motion.

DocuSigned by:

Steven Murray

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Secretary