

**Burlington Housing Authority  
Minutes from the Regular Board of Commissioner Meeting  
March 26, 2024**

**Call to Order of Regular Meeting**

The Regular Meeting of the Board of Commissioners was called to order at 9:00 a.m. on March 26, 2024, via Zoom and in person at 65 Main Street, Burlington, Vermont by Board Chair Jane Knodell. The following commissioners were present: Bill Schrecker, Brian Lowe, and Kirby Dunn. Also in attendance were Executive Director Steven Murray, Director of Asset Management Jeffrey Metcalf, Director of Human Resources Melissa Farnham, Director of Building Operations Lisa McGonagle, Director of Property Management Susan Carp, Director of Rental Assistance Stephanie Bixby, Director of Housing Retention Crystal Jones, Supportive Programs and Services Manager Marissa Darling, Property Manager Maya Boucher, Senior Staff Accountant Eric DeBlasio, and Chief Financial Officer Nick Hibbard.

**1. Changes to the Agenda**

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

Mike Wolfsen, Bob Collins, and an unnamed users attended remotely.

Jane Knodell noted an email she and other commissioners had received from Catherine Foley that will be discussed later in the meeting.

**3. Resident Council Discussion**

David Foss (in-person) and Catherine Foley (via Zoom) from the Decker Towers Resident Council attended.

David noted his concerns about the front entry and what happens when patrols enter or leave the building. He noted his appreciation for the new cleaning company.

**4. Board Action**

a. February 14 2024 Special Meeting Minutes

Bill Schrecker made a motion to approve the minutes, as presented. Jane Knodell seconded the motion. The motion passed with Jane Knodell, Bill Schrecker, and Kirby Dunn voting in favor. Brian Lowe abstained.

b. February 27 2024 Regular Meeting Minutes

Kirby Dunn made a motion to approve the minutes from February 27<sup>th</sup> and March 12<sup>th</sup>, as presented. The motion was seconded by Brian Lowe. There was unanimous approval of the motion.

c. March 12 2024 Special Meeting Minutes

d. FY2025 Annual Plan Approval

There was discussion of the Annual Plan process and what the document was for. Stephanie Bixby noted that the PBV (project based voucher) units mentioned for other towns were due to where units were being developed but more importantly choice mobility reasons that benefit voucher holders. There was discussion about the PBV capacity and how it related to certain neighborhoods. Stephanie Bixby explained what an AHAP is and how a developer would move from an AHAP to a HAP contract. There was discussion of how a project-based voucher works.

Kirby Dunn made a motion to approve the FY2025 Annual Plan. Bill Schrecker seconded the motion. There was unanimous approval.

## **5. Executive Director Report**

Steve Murray noted the number of vacancies at our properties and incentives for leasing targets that are being reviewed to reduce that number. There was discussion about impediments to the leasing process. Stephanie Bixby explained that this is not just an experience of BHA, our partners are also seeing units being declined leading to extended vacancies. She gave several examples of declined units that are not typical of what we have seen in the past.

Brian Lowe would like to learn more about how Coordinated Entry works with vacant apartments. Steve Murray suggested this could start as an email from Crystal Jones and Stephanie Bixby and if there are more questions, it can be on a future agenda.

## **6. Consent Agenda**

- a. Asset Management
- b. Housing Retention

- c. Property Management
- d. Rental Assistance
- e. Human Resources

Bill Schrecker made a motion to accept the consent agenda. Kirby Dunn seconded the motion. There was unanimous approval.

There was discussion about HOTMA changes.

## **7. Financial Report – February 2024**

There was discussion about the Rental Assistance administrative fees and prorations by HUD. There was discussion about restricted and unrestricted reserves. Nick Hibbard explained each of the reserves.

Kirby Dunn made a motion to accept the financial report. The motion was seconded by Bill Schrecker. There was unanimous approval of the motion.

## **8. Decker Towers Security Discussion**

An agreement that was drafted by Brian Lowe with the City of Burlington regarding the status, funding, and plans for Decker Towers security was reviewed. Jane Knodell explained the timeline of the final plan and requests from the Decker Towers Resident Council. Brian Lowe noted that he and Jeff Metcalf will be meeting with a security consultant this week.

The alarms that have been added to three exterior doors on the first floor do not shut off automatically and are being reviewed due to noise concerns. There was discussion about the sweeps and stairwells.

Jane Knodell reviewed the markup of the Agreement Letter by the City of Burlington. There was discussion about the language and any necessary changes. Steve Murray noted that he would like flexibility in who could be hired for the contract security. There was discussion about staff for security positions.

Brian Lowe wanted to review Cathy Foley's email regarding recommendations for security. Jeff Metcalf noted that we had not yet disabled the north door card reader. Steve Murray explained that there was a discussion with the resident council about security concerns recently. There were discussions on the legal

rights of guests. Steve Murray will work with BPD on an MOU for no trespass orders.

#### **9. Budget Overview and FY2025 Budget Development Process**

There was discussion about timing of the budget process, documentation that will be provided to the finance committee, and notable items such as administrative fees, insurance, and compensation.

#### **10. Other Business**

There being no other business, Kirby Dunn made a motion to adjourn at 10:54 a.m. The motion was seconded by Bill Schrecker. There was unanimous approval.

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Secretary