

Burlington Housing Authority
Minutes from the Special Board of Commissioner Meeting
March 12, 2024

Call to Order of Special Meeting

The Special Meeting of the Board of Commissioners was called to order at 12:05 p.m. on March 12, 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, Kirby Dunn, and Tony Lewis. 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, and Chief Financial Officer Nick Hibbard.

1. Changes to the Agenda

2. Forum: Resident of BHA Properties/General Public

Derek Brouwer of SevenDays attended via Zoom.

3. Decker Towers Security Updates

Jane Knodell reviewed the action items from the prior meeting. Jeff Metcalf explained the current security services including security sweeps with Censor Security and the Chittenden County Sheriff. He reviewed current concerns that still exist including guests and the entry on the north side of the building. Steve Murray went over the costs for the security sweep services. There will be additional alarms added to several exterior doors. There was discussion about the scheduling of security services. There was discussion about the tools available to staff if the issues from the common areas move into units and how that will be addressed from a tenancy perspective.

The discussion moved to funding for 24/7 security services. There are limitations on the ability to hire for the capacity. There was discussion about what services and in what format (stationary or sweeps) to request of contractors and law enforcement. Board members reviewed their thoughts on the processes, services, and cost in evaluating security. Staff and the Board agreed that 10 sweeps and a roving guard would be useful. The idea about allowing Burlington Police department to trespass individuals was agreed to move forward. Brian Lowe, Steve Murray, Jane Knodell, and Jeff Metcalf will be meeting with the Mayor's team later this week.

Kirby Dunn offered to work on a fundraising campaign with BSHI. She is willing to join the BSHI board and work on that project if the BSHI Board is agreeable. Crystal Jones reviewed that last election of BSHI officers and is setting up a meeting for the organization. The BHA Board is agreeable to this.

Brian Lowe asked if it was a good time to engage with the Decker Towers resident council about their feelings on the security topic. He has also found an individual who is open to helping with review/support of security services and procedures. Jeff Metcalf noted that BHA is always open to technical assistance. The Decker Towers resident council will be invited to speak at the next several meetings.

4. Budget Overview and FY2025 Budget Development Process

Jane Knodell and Bill Schrecker will serve on the Capital and Finance Committees. There was discussion about the data collection process and staff input on the budget. The budget segments were explained.

5. Executive Session – Discussion of Security Procedures

There was no Executive Session.

6. Other Business

Kirby Dunn would like to discuss the Resident Selection Plan at April's meeting.

There being no other business, Kirby Dunn made a motion to adjourn the meeting at 1:35 p.m. Tony Lewis seconded the motion. There was unanimous approval.

DocuSigned by:

Steven Murray
Secretary

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