

Burlington Housing Authority
Meeting Minutes
December 15, 2009

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 6:32pm on December 15, 2009 at 230 St Paul Street by Chair Mike Knauer; with the following present: Commissioners Neil Wheelwright, Erin Baker and Connie Krosney; Executive Director Paul Dettman; Director of Resident Services Kelley Newell; Resident Services Coordinator Sarah Russell; Director of Property Management Janet Dion; Director of Asset Management John MacDonald; and Senior Staff Accountant Nick Hibbard.

1. Minutes of November 10, 2009 Regular Meeting

Connie Krosney noted a wording omission in item 4.

Connie Krosney made a motion to approve the minutes as corrected. Neil Wheelwright seconded the motion, which passed unanimously.

2. Forum: Resident of Decker Towers

David Call, a resident of Decker Towers, expressed his appreciation for the resident staff at Decker Towers.

3. Forum: Resident of BHA Properties/General Public

There were no other residents in attendance.

4. Updated Personnel Policy

Paul Dettman advised the Board that the majority of the proposed changes to the Personnel Policy were based on recommendations from BHA's attorney, Neil Mickenberg. Board members and staff reviewed and discussed all of the substantive changes.

Connie Krosney noted that changes in annual leave accrual are based on five years of service and suggested that an annual incremental increase should be considered. Following further discussion, it was agreed that this would be a topic for the May 2010 Board retreat.

Following a discussion of evaluation policy and procedures, it was also agreed that this should be a matter for further review at the May 2010 Board retreat.

Connie Krosney made a motion to approve the updated Personnel Policy, as presented. Erin Baker seconded the motion, which was unanimously approved.

5. Employee Benefit Summary -- January 2010

Paul Dettman noted that the major change was the move from a Vermont League of Cities and Town health plan to a high deductible health plan offered by the Vermont Association of Chamber Executives (VACE), coupled with a health reimbursement account. He noted that the proposed health plan and HRA were the same as discussed at previous Board meetings.

The other significant change is a reduction in the number of hours for eligibility to participate in the Flexible Spending Account. The summary reduces eligibility to 20 hours per week (from 32 hours a week), making it consistent with part-time eligibility for other benefits.

Connie Krosney made a motion to accept the Employee Benefit Summary as presented. Neil Wheelwright seconded the motion.

Paul Dettman then suggested a modification to the Benefit Summary in light of the staff discussion regarding the new health plan at a meeting earlier in the day. As some employees may experience an increase in out of pocket expenses during the new health plan, he recommended that the FSA limit for out of pocket health expenses be raised to \$3,120.

Sheila Gorski arrived at 7:48pm.

Connie Krosney and Neil Wheelwright agreed to amend their motion to include an increase in the annual FSA limit to \$3,120.00. The amended motion was unanimously approved.

6. Capital Fund – Revised Annual Statements

Paul Dettman explained that the revised Annual Statements reflect a shift in dollars for particular projects between the 2007 Capital Fund grant and the 2009 ARRA grant. While the Board does not normally approve revised statements, he is requesting Board approval in light of HUD procedural requirements for Recovery Act (stimulus) funding.

Connie Krosney made a motion to accept the Revised Annual Capital Fund statements as presented. Erin Baker seconded the motion, which was unanimously approved.

7. Phoenix House

Paul Dettman reported that the owners of the property had verbally agreed to a \$525,000 purchase price.

He outlined the challenges with permitting and community acceptance and noted that the project requires a \$75,000 BHA equity commitment. He also advised the Board that VHFA funding could not be assured at this time, because all funds for the fiscal year ending June 30, 2010 are committed. He noted that VHCB staff had expressed support for the project and would consider it a priority project for FY2011; however, BHA would be at risk of needing to invest a total of \$210,000 in the project.

Neil Wheelwright asked if such an investment would jeopardize BHA's ability to develop other affordable housing. Paul Dettman responded that, with approximately \$800,000 in development reserves, BHA could continue to pursue other projects in the development pipeline. He noted that the particular building presented a unique opportunity which could not be replicated.

Following further discussion of the project, the building, funding sources and the development process, Connie Krosney made a motion to authorize the Executive Director to enter into a purchase and sale contract for 37 Elmwood Avenue at a purchase price not to exceed \$525,000, with contingencies as presented. The motion was seconded by Sheila Gorski and unanimously approved.

8. 2010 Board Meeting Schedule

Paul Dettman noted that a number of the 2010 meetings were proposed for the third Tuesday of the month to allow at least 10 days from the 1st of the month to prepare financials. Sheila Gorski indicated that she had a worked related scheduling conflict for Tuesday evenings. Wednesdays were discussed as an alternative. Erin Baker noted a possible Wednesday conflict with his academic schedule. Following further discussion, Board members agreed to move the January meeting to Wednesday, the 13th and to approve the 2010 Board Meeting Schedule, subject to revision at a future meeting.

9. Executive Director's Report

Mike Knauer noted the substantially higher REAC scores for Public Housing. Paul Dettman updated the Board on progress within the Finance Department. He advised that the consultant from Casterline Associates had provided valuable assistance with the FY2009 closeout and HUD FDS submission. The audit will be scheduled for January 2010.

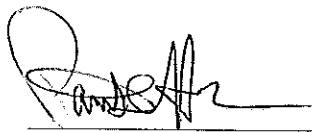
Mike Knauer sought clarification on the development status of 711 Riverside. Paul Dettman advised that staff were moving forward, despite the expensive foundation design.

Mike Knauer asked about integration of the Bouchette property redevelopment plan with 151 South Champlain. Paul Dettman advised that the difficulty is meshing the timing of these two projects, given the off-again on-again negotiations with the Hinsdale estate.

10. Other Business

Paul Dettman noted that Neil Wheelwright's term is up in January 2010. Neil advised Board members of his continuing interest in service. Following discussion, it was agreed that the Executive Director should contact the Mayor regarding the upcoming vacancy and advise him of BHA staff and Board support for the reappointment of Neil Wheelwright.

There being no other business, Connie Krosney made a motion to adjourn the meeting. Neil Wheelwright seconded the motion, which passed unanimously. The meeting adjourned at 8:43 pm.



Secretary

RESOLUTION NUMBER 08-2010

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

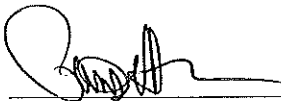
The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on December 15, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

The updated Personnel Policy, as presented.

Dated at Burlington, Vermont this 14th day of JANUARY, 2010.

BURLINGTON HOUSING AUTHORITY

By:  _____

RESOLUTION NUMBER 09-2010

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on December 15, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

The January 2010 Employee Benefit Summary as presented and amended to reflect an FSA medical expenses maximum of \$3,120.

Dated at Burlington, Vermont this 14th day of January, 2010.

BURLINGTON HOUSING AUTHORITY

By: 

RESOLUTION NUMBER 10-2010

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

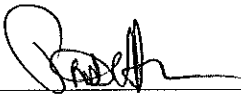
The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on December 15, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

Revised Annual Statements for the 2007 Capital Fund and 2009 ARRA Capital Fund grants, as presented.

Dated at Burlington, Vermont this 14th day of JANUARY, 2010.

BURLINGTON HOUSING AUTHORITY

By:  _____

RESOLUTION NUMBER 11-2010

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on December 15, 2009, a quorum being present, the Board adopted the following resolution:

The Board authorizes:

the Executive Director to enter into a purchase and sale contract for 37 Elmwood Avenue at a purchase price not to exceed \$525,000, with the following contingencies:

Appraisal Contingency: Purchase contingent on an appraisal establishing a market value equal to or greater than the purchase price.

Inspection Contingency: Purchase contingent on a thirty day inspection period, with results acceptable to BHA

Environmental Contingency: Purchase contingent on a Phase I Environmental Assessment acceptable to BHA.

Permits & Approvals: Purchase contingent on a change of use permit from City of Burlington Planning and Zoning for use of the building as a residential, group home and any necessary building and water/sewer permits.

Financing: Purchase contingent on financing in an amount of up to \$450,000, with an interest rate not to exceed 6.5% and a twenty (20) year amortization period.

Closing: Within thirty days following all contingencies being met.

Dated at Burlington, Vermont this 14th day of JANUARY, 2010.

BURLINGTON HOUSING AUTHORITY

By: _____

