

**Burlington Housing Authority
Minutes from the Regular Board of Commissioner Meeting
June 30, 2026**

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 9:10 a.m. on June 30, 2026, via Zoom and in person at 65 Main Street, Burlington, Vermont by Board Chair Jane Knodell. The following commissioners were present: Bill Schrecker (Zoom) and Kirby Dunn. Also in attendance were Executive Director Steve Murray, Director of Operations Jeff Metcalf, Director of Rental Assistance Stephanie Bixby, Director of Housing Retention Crystal Jones (Zoom), Director of Property Management Susan Carp, Director of Human Resources Melissa Farnham (Zoom), Chief Financial Officer Nicholas Hibbard, and Controller Eric DeBlasio.

Decker Towers Resident Council Secretary Catherine Foley (Zoom) was also in attendance.

1. Changes to the Agenda

No changes were made to the Agenda.

2. Forum: Residents of BHA Properties/General Public

Catherine Foley stated that things at Decker are really good. Since BHA has been removing residents that were involved in drugs, they are almost drug free. Steve Murray said the regional administrator/political head of HUD in New England will be here in August and he will ask if HUD will directly support neighborhood watch. He would like to have a meeting.

Jane Knodell was wondering how the transportation service is going. Crystal Jones said she is working with Dave Foss and said there was some confusion when the Decker board switched over. The message was corrected by Dave Foss and there will be a trip for the fireworks this Friday. There will also be some beach trips and a trip to Shelburne farms. Still doing grocery store runs as well.

3. Resident Council

There were no comments from Resident Councils.

4. Board Actions

a. May 26 2026 Regular Meeting Minutes

Kirby Dunn made a motion to approve the minutes, as presented. Bill Schrecker seconded the motion. There was unanimous approval.

Kirby Dunn asked with the modernization of technology, are these AI minutes? They are not as they are manual minutes and the recording.

Jane Knodell notes the strategic plan in the minutes are where we are heading with the strategic plan.

5. Executive Director Report

Steve Murray said Deac (ED at Winooski Housing Authority) has given her notice to retire in April. They will be searching for an ED in the fall. He met with Sean Thomas, acting HUD state director, who brought along the possible new state director, and is interested in helping us see whether Winooski and BHA can form a partnership.

Jane Knodell would like to talk more about this in executive session.

Steve Murray would like two members of Board to meet with Crystal Jones and Nick Hibbard to take an audit of all the grants as well as see if there is any mission creep. This will be a good opportunity for the Board to see the grants we have and get a better understanding of them. Jane Knodell and Kirby Dunn volunteered for some time in the Fall.

He also reported that performance reviews have been completed and the average score was around 3.10, which is very positive and everyone got their bonuses. He thanked Melissa Farnham and the supervisors for their work and offered the spreadsheet or access to performance reviews if they would like to see any.

Steve Murray noted that United Way asked if we would be willing to run programs under COC and we declined. We do not want to run any portion of the grant. We have in the past but are trying to get out from under it. Stephanie Bixby said the City is transferring the grant to Vermont State to run it because the City cannot agree to HUD's mandate. BHA has been doing the work for free for a very long time. There is a significant amount of administrative work with these grants. Crystal Jones clarified that the United Way was asking for new projects and asking if BHA wanted to be a part of any of it or be a subrecipient of the funds. Kirby Dunn asked why United Way is not administering it? Stephanie Bixby stated that it is easier for us to do rental assistance. She wants staff to focus on new regulations coming in January as well training due to the staff being newer. It is better to focus on the big federal program.

It was noted that four months after the start of the fiscal year, HUD merged the HCV and Mainstream programs. We were in shortfall in Mainstream, not HCV and they released us. There will be an impact administratively because fees are at a lower rate.

Of the three families that were affected by the immigration audit, 2 families in our properties will be a vacancy loss and a check will be sent to the landlord of the family in Essex. This is for one year only. This cost will be about \$26K.

BHA is trying to increase engagement with Family RAD. There has been horrible luck at certain properties and trying to gain traction at them so having socials.

Crystal Jones and Alyssa Peake are partnering with CVOEO for an event and advertising to focus on if you can receive assistance. On July 19, there is a permit to close the street between the Bobbin block building and CVOEO for Bobbin, Wharf, and Decker residents for a block party. BHA will table and hand out flyers.

During Franklin Square property walk, there was a lot of trash in front of the buildings, Steve Murray asked Maya Boucher and Susan Carp to enforce trash cleanup. Maya Boucher gave lease violations, and one resident was given a lease violation and it has ballooned into a bigger issue that is being handled.

HUD contacted us about one of the Human Rights complaints and offered to mediate it. The Human Rights Commission does not have any obligation to honor that agreement.

Steve Murray has a meeting on Monday with Treatment Court to see whether there is anything we can do about what they are doing. This might be a great way to teach them the process for local preferences.

6. Consent Agenda

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

Kirby Dunn made a motion to accept the Consent agenda, as presented. Bill Schrecker seconded the motion. There was unanimous approval.

7. May 2026 Financials

Nick Hibbard stated the financials are consistent with what we have seen so far. June will be consistent as well. We paid out the bonuses and did not have to make much of an adjustment as they came in lower than expected. Maintenance costs are higher overall. There will be a good number of accruals at the end of the year including the Dettman security camera upgrade project through the DOC grant. We have started the Bill.com project and it looks like August 1 will be the kickoff date for the new process. Jane Knodell asked how this will make our lives better? It will go into Bill.com coming from the vendor and 80-90% of data entry will be done from a scan, directors will get to see the invoices, and precoding themselves. It will make the process go faster with no paperwork and the ability for everything to be done remotely. This does not hurt our internal controls.

Upcoming events include the company barbecue, CVOEO event, Bobbin Mill event, and fair advertising this year.

Year end numbers will have preliminary numbers in August and final audit numbers likely in December.

Kirby Dunn made a motion to accept the May 2026 Financials, as presented. Bill Schrecker seconded the motion. There was unanimous approval.

8. Security Update – Decker Towers & Other BHA Properties

Jeff Metcalf said Decker is in much better state and the Sheriff's office have not been doing sweeps. There is still some activity in Bishop and Dettman, and the Sheriffs are still doing some sweeps at Dettman. It is not constant traffic, but sporadic. Once the front cameras go on, that could help with security. There are threats being made if residents are not leaving their windows open. Kirby Dunn asked if we can do a couple weeks of security there? It might be harder with it being in certain residents' places as they are not hanging out in the hallway. Crystal Jones says the DOC is very responsive for checks. When a person does get a lease violation, they also get a program violation. If they get enough violations, it removes them from the program which has led to activity slowing down significantly. Jeff Metcalf said they would reach out to the Sheriff and reported that they moved the door entry system to the outside, which has helped as well.

9. CY2026 Housing Choice Voucher Funding Update

Stephanie Bixby said we are trying to utilize the money. The focus is on lease up in place. We are also trying to identify people in the community who might have temporary funding and give them local preferences. This helps prevent people from ending up homeless. Rental Assistance is working with Retention to see if we can switch over some participants as well as looking at those on the Grant Funded Program. We have Family Unification vouchers that we can lease up. COTs, HOME, and commissioner have signed off on the collaborative updated agreement to expand the pool of people we can allow in. We will still be significantly under, but this will help get us in the best position by the end of the year if funding comes in stable next year. BHA will work on a matrix to possibly have PBVs for already built apartment buildings. A lot of landlords know about us that have existing units that would not qualify that would be interested if this came to be. This would help reduce the vacancy for them.

10. Other Business

Steve Murray said CEDO was notified of the intent of selling the two properties on Bright Street. We have a verbal agreement notifying them if we sell or acquire properties. Donahue and Associates is taking them and looking to see if they can package them and sell them for us or sell them individually with a residential realtor.

11. Executive Session – Personnel Matter

Jane Knodell invited Steve Murraray to join for the Executive Session.

Brian Lowe joined the meeting at 9:58 a.m and participated in the Executive Session.

At 9:58 a.m. Kirby Dunn made a motion to enter the Executive Session to discuss a Personnel Matter. Bill Schrecker seconded the motion. There was unanimous approval.

At 10:50 a.m. Kirby Dunn made a motion to exit the Executive Session. Brian Lowe seconded the motion. There was unanimous approval.

There being no other business, Kirby Dunn made a motion to adjourn the meeting at 10:50 a.m. Brian Lowe seconded the motion. There was unanimous approval.

DocuSigned by:

Steven Murray

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Secretary