DRAFT – 10/27/2026 – SUBJECT TO BOARD REVIEW, AMENDMENT AND APPROVAL

Burlington Housing Authority
Minutes from the Regular Board of Commissioner Meeting
October 27, 2026

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 9:03 a.m. on October 27, 2026, via Teams and in person at 65 Main Street, Burlington, Vermont by Board Chair Jane Knodell. The following commissioners were present: Bill Schrecker and Brian Lowe. 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 (Teams), Director of Property Management Susan Carp, Director of Human Resources Melissa Farnham (Teams), Chief Financial Officer Nicholas Hibbard, and Controller Eric DeBlasio.

Decker Towers Resident Council President Catherine Foley (Teams) was also in attendance.

1. **Changes to the Agenda**

   No changes were made to the agenda.

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

   There were no comments made.

3. **Resident Council**

   Decker Towers Resident Council President Catherine Foley was present and reported all the following:

   - Section 8 Administrative Plan on the BHA website appeared outdated and difficult for residents to locate.
   - Residents expressed concerns regarding the new paint colors being used at Decker Towers.
   - The BHA newsletter was well received, but concerns were raised regarding distribution, particularly the lack of printed copies for residents.

   Staff Response
   - Staff confirmed the current Administrative Plan is the 2025 version and is available under the Rental Assistance section of the website.
   - BHA agreed to review document placement and accessibility.
   - Staff agreed to review newsletter distribution and consider providing printed copies.

4. **Board Actions**
   a. **September 29, 2026 Regular Meeting Minutes**

- Eric DeBlasio had one change noting the meeting location was 65 Main Street and not 245 Pine Street.
- Staff noted that BHA is using Copilot for AI-generated minutes based on meeting transcripts.

Brian Lowe made a motion to approve the minutes, as amended. Bill Schrecker seconded the motion. There was unanimous approval.

   b. **Section 8 Administrative Plan Updates**

Key Discussion Points

- New income-change thresholds requiring a 10% change before rent adjustments are made.
- Earned income changes are generally deferred until annual recertification.
- Clarifications surrounding mandatory termination of assistance after 180 consecutive days of absence.
- Expanded procedures related to insufficient funding and voucher rescissions.
- New requirements for HUD approval before rescinding applicant vouchers.
- Updates connected to the Housing Opportunity Through Modernization Act (HOTMA).

Bill Schrecker made a motion to approve the Section 8 Administrative Plan, as presented. Brian Lowe seconded the motion. There was unanimous approval.

5. **Executive Director Report**

Elevator Operations and Modernization

- Bishop Place elevator outages discussed.
- Decker Towers' outage restored quickly.
- Long-term modernization planning underway.

Property Operations

- Property walks are generally positive.
- Cleaning contractor performance under review.
- Virtual resident participation system implemented.

HOPWA Loan Discharge

- Approximately $500,000 in legacy loans were discharged.

INSPIRE Inspection Success

- Bobbin Mill scored 94.
- Future inspection costs avoided.

Hoarding/Clutter Program

- Expanded intervention efforts discussed.

UVM Homelessness Initiative

- BHA participation and leadership reviewed.
- Steve received kudos from the Board for his involvement.

6. **Consent Agenda**
   a. **Housing Retention**
   b. **Rental Assistance**
   c. **Property Management**

      Currently at 29 vacancies. Have not been there since October 2024.

   d. **Asset Management**
   e. **Building Operations**
   f. **Human Resources**

      Appreciated the review of benefits in HR packet.

      Brian Lowe made a motion to accept the Consent Agenda reports, as presented. Bill Schrecker seconded the motion. There was unanimous approval.

7. **September 2026 Financials**

   Financial Overview

   - Over budget due to turnover, renovations, contractors and maintenance investments.
   - Some apartment turnover costs ranged from $40,000-$60,000.
   - Preventive maintenance initiatives reviewed.

   Brian Lowe made a motion to approve the September 2026 Financials, as presented. Bill Schrecker seconded the motion. There was unanimous approval.

8. **Safety & Security Updates – BHA Properties**

   Decker Towers Concerns

   - Non-resident traffic.
   - Shared access codes.
   - Suspected drug activity.

Management Response

- Camera monitoring.
- Lease enforcement.
- Sheriff coordination.

Next Steps

- Additional meetings with resident leadership.

9. Executive Session – Legal, Personnel, and Real Estate Matters

Jane Knodell invited Steve Murray, Nick Hibbard, Jeff Metcalf, and Susan Carp to join for the Executive Session to discuss Legal and Real Estate Matters, and Steve Murray to discuss Personnel Matters.

At 10:14 a.m. Brian Lowe made a motion to enter the Executive Session. Bill Schrecker seconded the motion. There was unanimous approval.

At 11:00 a.m. Bill Schrecker made a motion to exit the Executive Session. Brian Lowe seconded the motion. There was unanimous approval.

10. Other Business

The board acknowledged the passing of resident Lila Darjee Khadka.

There being no other business, Bill Schrecker made a motion to adjourn the meeting at 11:00 a.m. Brian Lowe seconded the motion. There was unanimous approval.

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Secretary