

**RUTLAND HOUSING AUTHORITY**  
**Board of Commissioners**  
**MINUTES**  
**Annual & Regular Meeting**  
**April 8, 2019**

Vice-Chairman Karl Anderson called the meeting to order at 8:09 AM on Monday, April 8, 2019 in the Sheldon Towers Community Room at 14 Sheldon Place, Rutland, VT.

**ROLL CALL/INTRODUCTIONS:** Let the record show the following:

**Board of Commissioners Present:**

Vice-Chairman Karl Anderson, Commissioner Tina Johnson, Commissioner Jim Richards, and Commissioner Rev. Andrew Carlson.

**Rutland Housing Authority Staff Present:**

Kevin Loso, Executive Director; Becky Ladabouche, Section 8 Program Manager; Sheri McCloskey, Property Manager; Carol Keefe, Resident Services Program Manager & SASH Supervisor; and Barbara Richardson, Administrative Assistant.

**Tenants and Members of the Public Present:**

Ron Hemenway.

**TENANT CONCERNS** - None.

**APPROVAL OF MINUTES** (pages 1.12 – 1.18)

A motion was made by Commissioner Richards and seconded by Commissioner Johnson to approve the Minutes of the Regular Meeting of March 11, 2019. There was unanimous approval.

**ANNUAL MEETING**

**Appointment of Kevin Markowski to a Fifth Term** – Chairman Markowski has confirmed his commitment to the RHA Board of Commissioners, and the Board will recommend that Mayor Allaire reappointment him.

**Election of Officers** – The slate shows the commitment of Chairman Markowski and Vice-Chairman Anderson to remain in these offices. Commissioner Johnson moved to accept the slate as proposed, with a second by Commissioner Richards. The vote was unanimous to approve.

Updates to contact information will be made and the list will be posted this month.

**CONSENT AGENDA:** (pages 1.3 - 1.11):

A motion was made by Commissioner Richards and seconded by Commissioner Johnson to approve the Consent Agenda items for April 2019, including:

**Manifests: Section 8 Checks #2378 through #2383 and Direct Deposit #62440 through #62544**  
**Manifests Public Housing #15663 through #15759**

## Credit Card Report 02/21/2019 – 03/20/2019

Manifests: Payroll: 3/13/2019 and 3/27/2019

The motion was unanimously approved.

### EXECUTIVE DIRECTOR'S REPORT:

- **Hickory Street Update**

Forest Park Drive Discontinuance/Transfer – The City Engineer has requested a legal description for all three phases of Hickory Street. The City has referred the issue to the firm of Ryan, Smith and Carbine, and we anticipate the transfer to be finalized soon.

Single-Family Home Update (pages 1.19 – 1.20) – Attached is RHA's final letter to Housing Vermont indicating the Board's approval of the transfer of the .43 acres for development of single-family homes. We await approval of the disposition and retention from HUD's Special Applications Center in order to finalize the transfer. We will also request HUD's approval for an income limit adjustment that would allow us to make the homes affordable to a broader range of potential buyers.

- **RAD Update**

Disposition/Retention Action: Hickory Street – HUD's Special Applications Center has our application and we hope for a seamless approval within the next 30 days (see above).

RAD Financing Plan – The process continues at a good pace.

- Capital Needs Assessment – Complete; the report will be uploaded to the HUD website. The Property Management team has done a great job in addressing the critical needs identified in the inspection which are required before the closing.
- Title Search – Both Templewood Court and Sheldon Towers have clean titles, but the search revealed that Sheldon Place was built on Sheldon Tower's property. After the conversion, we will pursue transferring this parcel to the City.
- Environmental Review – This is complete and has been uploaded.
- PILOT Legal Opinion (pages 1.21 – 1.22) – We've retained Cecelia Daly, the attorney who guided the Burlington and Springfield Housing Authorities through their RAD conversions. Her letter outlines why our Payment in Lieu of Taxes to the City should remain in force, as the RAD conversion will not change RHA's relationship with the City, or the affordability of the units.
- Financial Documents – Ms. Buisse has generated the draft financial documents for the RAD Conversion development budget, financing and operations pro-forma. It is anticipated that the documents will be forwarded for review by an outside consultant.

- **SASH Funding Update** – The State House Appropriations Committee rejected the Governor's proposed 56% cut in State SASH funding, including the elimination of HASS funding which provides supportive services to residents such as homemaker and personal care services. The appropriations bill is headed to the Senate, and will continue to be monitored.

- **Governor's Initiative on Recovery Housing** (pages 1.23 – 1.34) – Attached is the Executive Summary of the report on recovery residences in the state that quantifies the need. Substance use disorders affect 52,000 Vermont residents (about 1 in 10 Vermonters). Only the District of Columbia has a higher concentration. Rutland has the highest percentage of residents affected in the state, and Rutland hosts no recovery residences. Those affected are often extremely low

income; page 1.26 shows that in Rutland County, 377 men and 522 women (many with children) are in treatment. The Rutland opioid treatment center daily serves 300-450 with suboxone or methadone (though not all are Rutland County residents). By early May, RHA will convene a group of housing and support agencies on this topic. It's premature to say what roles RHA and other agencies will play, but with the absence of another developer of housing in the community RHA may become more involved if intensive wraparound services can be guaranteed.

- **Nelrod Consortium Conference Report** – Mr. Loso said that RAD and Section 18 conversions were the main topics covered. HUD introduced an additional streamlined conversion option for small PHAs. We are fortunate that we committed to RAD early on and secured maximum funding.

## **REPORTS AND DISCUSSION ITEMS:**

### **Finance/Administration Report**

- **Consolidated Budget Comparison and Variance Reports for February 2019: Revenues and Expenses** – Ms. Buysse reported that variances are within target, with fluctuations that will level out before the end of our fiscal year (3/31/19). The fee accountant is scheduled to close out the books on April 25. We hope to have the 3/31/19 year end budget variance for the next meeting.

Related to fuel expenses we continue to communicate with residents the need to call their heat-related issues in to the maintenance department rather than trying to solve them by opening windows. This is particularly frustrating given how much RHA has spent on weatherization to save on heating costs.

- **Organization of Rutland Supportive Housing Services, Inc. (pages 2.12 – 2.25)** – These are the founding documents for the close corporation that will serve as leasing agent for the RAD Section 8 Project Based Vouchers. This step is necessary, as a PHA cannot hold the contract with HUD and also own the units. Resolution #2019-11 comprises seven individual resolutions that together establish the corporation.

RSHS is a single-purpose corporation. For other enterprises RHA can work through Housing Initiatives, Inc.

### **Proposed Resolution #2019-11 To approve the resolutions related to the establishment of Rutland Housing Support Services Inc. and to authorize the Chairman of the Board and the Executive Director/Secretary of the Board to execute all related documents.**

Mr. Loso explained that reference to Forest Park in the first resolution is an artifact: HUD's designation of the project when RHA converted to an asset-management entity. This resolution should close the books on the use of the name.

Commissioner Carlson made a motion, to approve the resolution which was seconded by Commissioner Johnson. There was unanimous approval.

### **Property Management (page 2.26)**

### **Property Updates**

**Templewood Court:** Biannual inspections are imminent. There are four vacancies: three units are off-line due to unit upgrades at Sheldon Towers that require tenant transfers.

**Sheldon Towers:** Annual recertification is nearing completion. One unit is offline for upgrade. Three new washing machines were recently installed.

**Hickory Street:** We await the Hickory Street phase 1 Capital Needs Assessment report. There are two vacancies at Hickory Street.

**Miscellaneous** - Maintenance staff members Patrick Burton and Corey Webster have received lead-based paint certification. Spring cleanup of all properties is underway.

**Projects** - Templewood Court unit conversions are wrapping up, with a walk-through inspection scheduled for this week. Sheldon Towers' unit upgrades will go out to bid at the end of the month. Bid proposals for parking lot work are due this Friday.

### **Section 8 Program** (pages 2.27 – 2.28)

Ms. Ladabouche has made 5 voucher offers; one family has moved in and two have moved out. The Mainstream vouchers are full and all is going well.

### **Resident Services Report** (pages 2.29 – 2.47)

Ms. Keefe reported that SASH is being implemented in five communities in Minnesota, joining Rhode Island in replicating the program. SASH panel usage is within range and the Castleton/Fair Haven panel is enrolling new participants. She provided an update on trainings and meetings that she and SASH staff have received and are planning to attend. Highlights were the Gerontology Symposium featuring keynote Karen Wyatt, M.D., and the identification of a connection between alcohol use and falls, and the low use of hospice services among Vermonters. On the positive side, there's a high use of home meals delivery, lower smoking rates, and reduced Intensive Care Unit usage.

Mr. Loso voiced appreciation for the teamwork shown during recent staff absences.

### **INFORMATIONAL ITEMS:** (pages 3.2 – 3.20)

The following informational items were sent out prior to the meeting:

- A. Aged Delinquency Reports 3/2019
- B. Collections Report 3/2019
- C. Lease Violations/Evictions 3/2019
- D. Housing Occupancy Charts 3/2019

### **NEW/OLD BUSINESS**

**Hickory Street Rail Spur Update:** The contractor has staked the area for fence construction. Representatives of Housing Vermont and Green Mountain Railroad (GMR) met to discuss the fence installation and current and future uses of the spur. GMR is being supportive to the extent that they can but will not contribute to the cost of the fence. The spur will see more activity next summer due to a rail maintenance project in the city. Currently stored on the siding is rail maintenance equipment and one empty boxcar that is secured.

### **EXECUTIVE SESSION**

On a motion by Commissioner Richards and seconded by Commissioner Carlson, the Board entered Executive Session at 9:08 a.m. to discuss contractual or human resource issues, the premature disclosure of which could put the RHA at a significant disadvantage.

On a motion by Commissioner Carlson, seconded by Commissioner Johnson, the Board came out of Executive Session at 9:14 a.m.

**ADJOURNMENT OF MEETING:**

There being no other business, Commissioner Carlson moved to adjourn the meeting at 9:15 a.m. Commissioner Richards seconded the motion, and there was unanimous approval.

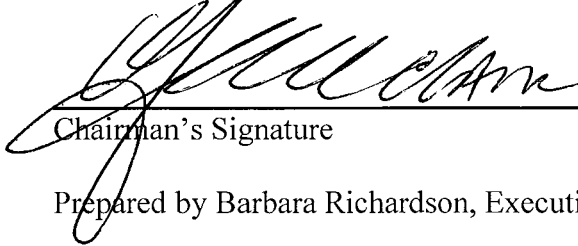
**Date of next BOC Regular meeting: Monday, May 13 @ the Rutland Housing Authority Board Room, 5 Tremont Street, Rutland, VT at 8 a.m.**

Respectfully submitted,



Kevin L. Loso  
Executive Director/Secretary

**Approved by the RHA Board of Commissioners**



Chairman's Signature

5/13/19

Date

Prepared by Barbara Richardson, Executive Administrative Assistant