

**RUTLAND HOUSING AUTHORITY**  
**Board of Commissioners**  
**Public Hearing**  
**MINUTES**  
**December 9, 2019**

Chairman Kevin Markowski called the meeting to order at 8:04 AM on Monday, December 9, 2019 in the RHA Board Room at 5 Tremont Street, Rutland, VT.

**ROLL CALL/INTRODUCTIONS:**

**Board of Commissioners Present:** Chairman Kevin Markowski, Vice-Chairman Karl Anderson, Commissioner Tina Johnson and Commissioner Rev. Andrew Carlson.

**Rutland Housing Authority Staff Present:** Kevin Loso, Executive Director; Becky Ladabouche, Section 8 Program Manager; Julie Sanderson, Property Manager; and Barbara Richardson, Administrative Services.

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

**EXECUTIVE SESSION**

Upon a suggestion from Mr. Loso, Chairman Markowski requested a motion to enter Executive Session to discuss contractual or human resource issues, the premature disclosure of which could put the RHA at a significant disadvantage. Commissioner Carlson made the motion, which was seconded by Commissioner Vice-Chairman Anderson. There was unanimous approval; Executive Session commenced at 8:05 a.m., and the Public Hearing resumed at 8:15 a.m.

**2020-2024 ANNUAL AND FIVE-YEAR PLAN PUBLIC HEARING**

Chairman Markowski requested that the Board dispense with the reading of the Public Meeting Notice (attached) and to have it included in the minutes of the Public Hearing. Commissioner Carlson made a motion, which was seconded by Vice-Chairman Anderson. There was unanimous approval.

Mr. Loso reported that the 45-day notice was published in the Rutland Herald on October 22, 2019 and in Sam's Good News on October 23, 2019. These generated no requests for copies of the plans under review. The Board reviewed the plan documents in the November 2019 Board of Commissioners meeting.

**Review of Capital Fund Program Annual and Five-Year Plan**

- **Review of Resident Advisory Board Meeting Minutes** – These meetings covered the Annual and 5-Year Plan, annual updates to the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Program Administrative Plan, and a RAD Program update. Resident input under consideration for inclusion in the Capital Fund plan include an enclosed smoking shelter at Sheldon Towers and additional storage for tenants at Templewood Court.
- **Additional Documentation** – HUD documents required for submission of the 2020-2024 Five-Year Plan: Form HUD-50077-CRT-SM, PHA Certifications of Compliance with the PHA Plans and Related Regulations, Form HUD-50077-R Civil Rights Certification (see forms attached).
- **Resident and Public Testimony** – None.

**Proposed Resolution #2019-23 to approve the Rutland Housing Authority Annual and Five-Year Plan for Fiscal Years 2020-2024, the PHA Certifications of Compliance with the PHA Plans and**

**Related Regulations (Form HUD-50077-CRT-SM), and the Civil Rights Certification (Form HUD-50077-R) (revised).**

Chairman Markowski noted that the resolution should read "to approve the Rutland Housing Authority PHA Certifications of Compliance with the PHA Plans and Related Regulations (Form HUD-50077-CRT-SM), the Civil Rights Certification (Form HUD-50077-R)," and requested a motion to approve the resolution as amended. A motion was made by Commissioner Carlson and seconded by Vice-Chairman Anderson to approve the motion, and approval was unanimous.

**Capital Fund Program Annual and Five-Year Action Plan**

**Capital Fund Program Budgets** – The budgets are straight forward and comply with RAD Program requirements. Any balance from the 2018-2019 (and if eligible for 2020) Capital Fund will be transferred to Operations to support Templewood Court and Sheldon Towers operations including project reserves. A Five-Year Plan is required for the Capital Fund; if we do not convert to RAD as planned the full amount will be earmarked for the Operating Fund. Since the intent is to convert it did not make sense to create a multi-page budget if just to convert them to operating funds/reserves.

**Proposed Resolution #2019-24 to approve the RHA Capital Fund Annual and Five-Year Action Plan for 2020-2024 and revisions to VT01P003501-18 and VT01P003501-19.**

Chairman Markowski requested a motion to approve the above resolution. A motion was made by Commissioner Johnson and seconded by Commissioner Carlson. Approval was unanimous.

**RHA Admissions and Continued Occupancy Policy Revisions**

As was reported last month, the changes HUD requires have no major impact either on our operating policy or for residents – mostly date changes and PIH notice numbers. Required updates have been made.

**Resolution #2019-25 to approve revisions to the Rutland Housing Authority Admissions and Continued Occupancy Policy effective November 9, 2019**

Chairman Markowski requested a motion to approve the above resolution. Commissioner Carlson made the motion, which was seconded by Commissioner Johnson. The ayes were unanimous to approve.

**RHA Section 8 Program Administrative Plan Revisions**

As discussed in the December meeting, there are no significant changes to the Administrative Plan that affect our operations or our tenants. There were no changes to the plan as a result of the tenant meetings.

**Resolution # 2019-26 to approve revisions to the Rutland Housing Authority Section 8 Administrative Plan effective December 9, 2019**

Chairman Markowski requested a motion to approve the above resolution. Commissioner Johnson made the motion, which was seconded by Commissioner Carlson. The ayes were unanimous to approve.

**ADJOURNMENT OF MEETING:**

There being no additional business to bring before the Board the meeting adjourned at 8:24 a.m. on a motion made by Commissioner Carlson and seconded by Vice-Chairman Anderson. Upon a roll call, the ayes were unanimous to approve, and the meeting was adjourned.

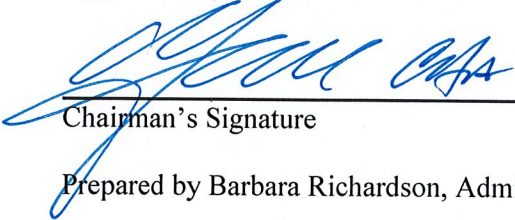
**Date of next Regular meeting of the BOC: Monday, December 16, 2019 @ the RHA Board Room, 5 Tremont Street, Rutland, VT at 8 a.m.**

Respectfully submitted,



Kevin L. Loso  
Executive Director/Secretary

**Approved by the RHA Board of Commissioners**

  
Chairman's Signature

1/13/2020  
Date

Prepared by Barbara Richardson, Administrative Services